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SUBSIDIARY BODY FOR IMPLEMENTATION
Sixteenth session
Bonn, 10 - 14 June 2002
Item 2 (a) of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS

Note by the Executive Secretary

I. INTRODUCTION

1. Arrangements have been made for the sixteenth session of the Subsidiary Body for Implementation (SBI) to be held at the Maritim Hotel, Bonn, in the period from 10 to 14 June 2002.

II. PROVISIONAL AGENDA

2. The provisional agenda for the sixteenth session of the SBI, proposed after consultation with the Chairman, is as follows:

1. Opening of the session.
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session.
3. National communications from Parties included in Annex I to the Convention:
 - (a) Consideration of the reviews of national communications from Parties included in Annex I to the Convention;
 - (b) Status report on the review of third national communications.
4. National communications from Parties not included in Annex I to the Convention:
 - (a) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention;
 - (b) Report of the workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention;

- (c) Provision of financial and technical support.
- 5. Review of the financial mechanism.
- 6. Implementation of Article 4, paragraphs 8 and 9, of the Convention: progress on the implementation of activities under decision 5/CP.7.
- 7. Matters relating to the least developed countries: report of the Least Developed Countries Expert Group.
- 8. Capacity building.
- 9. Request from a group of countries of Central Asia and the Caucasus, Albania and Moldova regarding their status under the Convention.
- 10. Preparations for the World Summit on Sustainable Development.
- 11. Arrangements for intergovernmental meetings:
 - (a) Eighth session of the Conference of the Parties;
 - (b) Arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
 - (c) Programme for future sessions;
 - (d) Budget for conference services;
 - (e) Ninth session of the Conference of the Parties.
- 12. Administrative and financial matters:
 - (a) Interim financial performance for the biennium 2002-2003: status of contributions as at 31 May 2002;
 - (b) Possible options for responding to late payment of contributions;
 - (c) Implementation of the Headquarters Agreement.
- 13. Other matters:
 - (a) Proposal by Croatia on land use, land-use change and forestry;
 - (b) Matters referred to the Subsidiary Body for Implementation by the Subsidiary Body for Scientific and Technological Advice.
- 14. Report on the session.

III. ANNOTATIONS TO THE PROVISIONAL AGENDA

1. Opening of the session

- 3. The sixteenth session of the SBI is scheduled to be opened by the Chairman at 10 a.m. on Monday, 10 June 2002.

2. Organizational matters

(a) Adoption of the agenda

4. The provisional agenda for the sixteenth session of the SBI will be presented for adoption.

(b) Organization of the work of the session

5. Parties are invited to refer to the proposed schedule of work contained in annex II to this document and to consult the Daily Programme, published during the session, for a more detailed and updated schedule of work of the SBI.

3. National communications from Parties included in Annex I to the Convention

(a) Consideration of the reviews of national communications from Parties included in Annex I to the Convention

6. **Background:** The SBI, at its fifteenth session, took note of document FCCC/SBI/2001/INF.7 on the third national communications: review and the roster of experts, and agreed to give further consideration to this document and to the matter of finding optimum ways of conducting the review process and of considering its outcomes at its sixteenth session. Document FCCC/SBI/2002/3 responds to this request.

7. **Action:** The SBI may wish to consider the information and suggestions contained in the above-mentioned documents and to provide further guidance on the process of consideration of national communications and of the outcome of their reviews.

(b) Status report on the review of third national communications

8. **Background:** The Conference of the Parties (COP), by its decision 33/CP.7, requested the secretariat to apply the procedures for the review of national communications, including in-depth reviews, as defined in decisions 2/CP.1 and 6/CP.3, to the third national communications submitted by Parties included in Annex I to the Convention (Annex I Parties) in accordance with decision 11/CP.4.¹ The status report on the review of third national communications is contained in document FCCC/SBI/2002/INF.4.

9. **Action:** The SBI may wish to take note of the status report.

4. National communications from Parties not included in Annex I to the Convention

(a) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

10. **Background:** The COP, by its decision 8/CP.5,² established a Consultative Group of Experts (CGE) on National Communications from Parties not included in Annex I to the Convention (non-Annex I Parties) with the objective of improving the national communications of these Parties. The COP, by its decision 31/CP.7, extended the term of the CGE for another year to continue its work based on its current mandate, which is annexed to decision 8/CP.5. The COP also provided the CGE with additional mandates: (i) to identify and assess technical problems and constraints that have affected the

¹ For the full texts of decisions adopted by the Conference of the Parties at its first, third and fourth sessions, see documents FCCC/CP/1995/7/Add.1, FCCC/CP/1997/7/Add.1 and FCCC/CP/1998/16/Add.1, respectively.

² For the full texts of decisions adopted by the Conference of the Parties at its fifth session, see document FCCC/CP/1999/6/Add.1.

preparation of initial national communications by those non-Annex I Parties that have yet to complete them and to make recommendations for consideration by the subsidiary bodies and (ii) to provide input to the draft improved guidelines for the preparation of national communications of non-Annex I Parties.

11. The COP, by its decision 31/CP.7, also mandated the CGE to conduct two workshops in 2002 with the objective of sharing experience in order to ensure adequate coverage of the matters described above. The first workshop will take place in Bonn, Germany, from 10 to 12 April 2002. The report of the workshop will be contained in document FCCC/SBI/2002/INF.3.

12. In accordance with the terms of reference contained in decisions 8/CP.5 and 31/CP.7, the CGE shall meet twice each year. The report of the fourth meeting of the CGE, which took place from 25 to 26 October 2001 in Marrakesh, Morocco, is contained in document FCCC/SBI/2002/2. The fifth meeting of the CGE will take place in Bonn, Germany, prior to the sixteenth session of the SBI. The Chairman of the CGE will make an oral report to the SBI on the results of this meeting.

13. **Action:** The SBI may wish to take note of the information and recommendations contained in the above-mentioned documents, and of the oral report of the fifth meeting of the CGE, and to provide further guidance to the CGE.

(b) **Report of the workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention**

14. **Background:** The COP, by its decision 32/CP.7, decided to continue the process of reviewing the guidelines for the preparation of national communications from non-Annex I Parties in accordance with decision 8/CP.5, with a view to improving these guidelines at the eighth session of the COP. The improvement of the guidelines shall take into account, *inter alia*, information contained in the third compilation and synthesis report (document FCCC/SBI/2001/14) and information contained in national communications submitted as at 31 December 2001, as well as the recommendations of the CGE.

15. Decision 32/CP.7 mandated the secretariat to prepare draft guidelines for the preparation of national communications from non-Annex I Parties in accordance with paragraph 14 above, and background information on national communications from non-Annex I Parties submitted as at 31 December 2001. The draft guidelines and the background information will be considered by representatives from Parties at the inter-sessional workshop, which will take place in Bonn, Germany, from 15 to 17 April 2002. The report of the workshop, including draft guidelines, will be contained in document FCCC/SBI/2002/INF.2.

16. **Action:** The SBI may wish to take note of the report of the workshop and to provide further guidance on the preparation of draft guidelines.

(c) **Provision of financial and technical support**

17. **Background:** The secretariat is mandated by Article 8.2 (c) of the Convention to facilitate the provision of financial and technical support to developing countries, in particular for the preparation of national communications. The secretariat regularly updates information on the provision of financial support through the analysis of responses to a questionnaire distributed to non-Annex I Parties on the status of preparation of their national communications. A table on the current status of preparation of national communications from non-Annex I Parties is posted on the secretariat web site (<http://www.unfccc.int/program/nai/ncweb01.html>). The information contained in this table has been updated and is made available to Parties in hard copy upon request.

18. Document FCCC/SBI/2002/INF.1 contains information received from the GEF secretariat on the financial support provided to non-Annex I Parties for the preparation of their communications, including

projects proposed by each Party, the funding decisions and the date of first disbursement, and the total amount of funds made available to the Party in accordance with decision 10/CP.2, paragraph 1 (b).³

19. In response to the request contained in decision 12/CP.4, the secretariat has made available on the UNFCCC web site a list of projects, submitted by non-Annex I Parties, which aim at reducing emissions by sources, or to increase removals by sinks, of greenhouse gases in accordance with Article 12, paragraph 4 of the Convention (<http://www.unfccc.int/program/nai/ncweb02.pdf>). This list has been updated, based on new information provided by Parties in their national communications. It is available to Parties in hard copy on request.

20. **Action:** The SBI may wish to take note of the above-mentioned documents and to provide further guidance on facilitating assistance to non-Annex I Parties in particular for the preparation of their national communications.

5. Review of the financial mechanism

21. **Background:** In accordance with Article 11, paragraph 4, of the Convention, the COP, by its decision 3/CP.4, decided to undertake a review of the financial mechanism every four years, on the basis of guidelines contained in the annex to decision 3/CP.4 or as they may subsequently be amended, and to take appropriate measures. The guidelines outlined the objectives, methodology and criteria to be used in order to assess the effectiveness of the financial mechanism. The next review is to be undertaken in 2002.

22. The objective of the review will be to assess how the financial mechanism has conformed with the provisions of Article 11 of the Convention and with the guidance of the COP. The assessment would include an evaluation of (a) the effectiveness of the activities funded by the financial mechanism in implementing the Convention, (b) the effectiveness of the financial mechanism in providing financial resources on a grant or concessional basis, including for the transfer of technology, for the implementation of the objective of the Convention and (c) the effectiveness of the financial mechanism in providing resources to developing country Parties under Article 4.3 of the Convention.

23. **Action:** The SBI may wish to initiate action towards the review of the financial mechanism by the eighth session of the Conference of the Parties (COP 8) and to provide the secretariat with guidance on how it should facilitate the review process.

6. Implementation of Article 4, paragraphs 8 and 9, of the Convention: progress on the implementation of activities under decision 5/CP.7

24. **Background:** The COP, by its decision 5/CP.7, identified additional actions needed to address the implementation of Article 4, paragraphs 8 and 9, of the Convention. By the same decision, the secretariat was requested, *inter alia*, to organize a workshop on the status of modeling activities to assess the adverse effects of climate change and the impact of response measures already implemented on individual developing country Parties; the workshop should also discuss how to enhance the participation of developing country experts in such efforts. The results of this workshop should be reported to the COP at its eighth session. The Chairman of the SBI will make an oral report on progress in implementing decision 5/CP.7, including on the above mentioned workshop, which will take place in Bonn, Germany, from 16 to 18 May 2002.

25. **Action:** The SBI may wish to take note of the information provided in the oral report on the workshop. The SBI may also wish to review progress made on the activities and recommendations

³ 1 the full text of decisions adopted by the Conference of the Parties at its second session, see document FCCC/CP/1996/15/Add.1.

contained in the above-mentioned decision and to refer this item to the Subsidiary Body for Scientific and Technological Advice for its consideration, if deemed necessary.

7. Matters relating to the least developed countries: report of the Least Developed Countries Expert Group

26. **Background:** The COP, by its decision 29/CP.7, established a least developed countries expert group (LEG). It also requested the secretariat to facilitate the work of the LEG in accordance with the terms of reference included in the annex to the same decision. According to these terms of reference, the LEG shall convene twice each year, and shall propose a programme of work for the remainder of its term for consideration by the SBI at its sixteenth session. The secretariat received 12 nominations of experts, and organized the first meeting of the LEG at Arusha, Tanzania, from 26 to 28 February 2002. The report of the meeting, the composition of the LEG and its programme of work are contained in document FCCC/SBI/2002/5.

27. **Action:** The SBI may wish to take note of the composition of the LEG and to consider the information and the programme of work contained in the above-mentioned document. The SBI may wish to provide the LEG with further guidance as deemed necessary.

8. Capacity building

28. **Background:** The COP, by its decisions 2/CP.7 and 3/CP.7, adopted the frameworks for capacity building in developing countries and in countries with economies in transition. It requested the secretariat (i) to cooperate with the GEF as an operating entity of the financial mechanism, its implementing agencies and other entities for capacity building to facilitate the implementation of the framework for developing countries; (ii) to cooperate with multilateral and bilateral institutions to facilitate the implementation of the framework for countries with economies in transition; and (iii) to collect, process, compile and disseminate the information needed by the COP and the subsidiary bodies for monitoring progress in the implementation of these frameworks. The secretariat will make an oral report on progress made so far to implement the frameworks.

29. **Action:** The SBI may wish to take note of the information provided in the oral report and to take actions as it may deem necessary to further advance the implementation of the frameworks on capacity building.

9. Request from a group of countries of Central Asia and the Caucasus, Albania and Moldova regarding their status under the Convention

30. **Background:** In a letter to the Executive Secretary, dated 27 July 2001, the countries of Central Asia and the Caucasus and Moldova (CACAM) sought clarification on two issues: a clear definition of the term "developing countries" or a reference to relevant legal texts containing such a definition, and the status of the CACAM countries in the context of decisions of the Convention and its Kyoto Protocol, including those prepared at the resumed sixth session of the Conference of the Parties (COP 6) (FCCC/CP/2001/12). The CACAM countries were of the view that the reference to "developing countries" in some of the decisions proposed for adoption at COP 7, *inter alia*, on capacity building, development and transfer of technology and additional guidance to an operating entity of the financial mechanisms, introduced an ambiguity into the status of their countries. Pending the resolution of these matters, the CACAM countries proposed that all references to "developing countries" in the decisions should be changed to "developing countries and other Parties not included in Annex I". Albania joined this group at COP 7 after the original letter had been published.

31. After considering the request from the group of countries of Central Asia and the Caucasus, Albania and Moldova (CACAM) regarding their status under the Convention, the COP, by its decision 35/CP.7, took note of the comments expressed by Parties concerning the need to give consideration to the implications of the request, and in particular to its legal aspects, and invited the SBI to give further consideration to the afore-mentioned request and to make recommendations thereon to the Conference of the Parties.

32. **Action:** The SBI may wish to give further consideration to the request from the CACAM countries and to make recommendations thereon to the COP.

10. Preparations for the World Summit on Sustainable Development

33. **Background:** The COP, at its seventh session, adopted the Marrakesh Ministerial Declaration (decision 1/CP.7) as its input to the World Summit on Sustainable Development (WSSD). It requested the President of the COP and the Executive Secretary to participate actively in the preparatory process for the Summit and in the Summit itself, and to provide a report to the COP at its eighth session.

34. The Marrakesh Ministerial Declaration was presented to the second session of the preparatory committee for the WSSD, which met from 28 January to 8 February 2002. The President of the COP is expected to participate in the fourth session of the preparatory committee to be held from 27 May to 7 June 2002. The WSSD is to be held from 26 August to 4 September 2002.

35. **Action:** The SBI may wish to take note of the action taken.

11. Arrangements for intergovernmental meetings

36. **Background:** The SBI will have before it document FCCC/SBI/2002/4 prepared by the secretariat, containing information on the following items.

(a) Eighth session of the Conference of the Parties

37. **Background:** By its decision 37/CP.7, the COP noted with appreciation the expression of interest by the Government of India to host COP 8 and requested the Executive Secretary to continue consultations with the Government of India and to report to the President by 24 November 2001. The COP also requested the Bureau to decide on the venue of COP 8. At its meeting held on 17 January 2002 in Bonn, the COP 7 Bureau accepted the generous offer of the Government of India to host COP 8. This was later communicated to all Parties by the secretariat in an information note dated 28 January 2002. The Bureau requested the Executive Secretary to conclude a host country agreement with the Government of India on arrangements for COP 8.

38. The document will include a list of possible elements for a provisional agenda for the session and suggestions concerning the organization of work for the sessions of the subsidiary bodies and the Conference, and the organization of a high-level segment.

39. **Action:** The SBI may wish to consider the possible elements for inclusion in the provisional agenda for COP 8 as well as the organization of the session contained in the above-mentioned document and to provide the secretariat with further guidance.

(b) Arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

40. **Background:** Parties may recall that the Kyoto Protocol shall enter into force on the ninetieth day after the date on which not less than 55 Parties to the Convention, incorporating Parties included in Annex I which accounted in total for at least 55 per cent of the total carbon dioxide emissions for 1990 of

the Parties included in Annex I, have deposited their instruments of ratification, acceptance, approval or accession with the Secretary-General of the United Nations. Any instrument deposited by a regional economic integration organization shall not be counted as additional to those deposited by States members of the organization. (See Article 25, paragraph 1 and 4, of the Kyoto Protocol). In accordance with Article 13 of the Protocol, the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP 1) shall be convened by the secretariat in conjunction with the first session of the COP that is scheduled after the date of entry into force of the Protocol. The Protocol and the Marrakesh Accords provide for a considerable number of decisions to be adopted at COP/MOP 1. Moreover, there are a number of procedural issues to be considered in the context of launching a new intergovernmental body, such as organization of the sessions of the COP and the COP/MOP, the election of officers and the preparation of draft rules of procedure and financial procedures for the COP/MOP. These issues and a number of questions have been raised in the document (FCCC/SBI/2002/4) for consideration by the SBI.

41. **Action:** The SBI may wish to begin considering preparations for COP/MOP 1 of the Kyoto Protocol, in anticipation of its entry into force, to develop recommendations to the COP and the COP/MOP, and provide the secretariat with further guidance.

(c) **Programme for future sessions**

42. **Background:** At the meeting of the COP 7 Bureau held on 17 January 2002, some members expressed concern about the way the Convention process is organized, in particular the pattern of meetings of Convention bodies and the large number of workshops that have become a feature of the process and the impact of this on the work of the secretariat and delegations. Reference was also made to concerns expressed by one delegation about the negotiating process (see FCCC/CP/2001/MISC. 9). The Bureau called for an examination of the format, efficiency and structure of the work of the COP and the subsidiary bodies in the light of available resources. The President invited the secretariat to prepare a paper on the issues raised, for consideration at the sixteenth session of the SBI. A section on the issues has been included in document FCCC/SBI/2002/4 for this purpose.

43. **Action:** The SBI may wish to consider issues surrounding the organization of the intergovernmental process on climate change, to develop recommendations to the COP, and to provide the secretariat with further guidance.

(d) **Budget for conference services**

44. **Background:** The Conference of the Parties, by its decision 6/CP.6 on the institutional linkage of the Convention secretariat to the United Nations,⁴ invited the United Nations General Assembly to decide at its fifty-sixth session on the issue of meeting the conference-servicing expenses of the Convention from its regular budget, taking into account the views expressed by member States. During consideration by the Second Committee of the General Assembly of the agenda item entitled "Protection of the global climate for present and future generations of mankind", a document on the programme budget implications (A/C.2/56/L.50) was presented to the Second Committee. This document proposed a change in the financial arrangements for the provision of conference services for the meetings of the UNFCCC, whereby conference services for the UNFCCC would be extended on a reimbursable basis. However, the Fifth Committee, which has responsibility for the consideration of finance and budgetary matters, was not presented with the document (A/C.2/56/L.50) nor had it considered this particular matter by the time it adjourned on 24 December 2001.

⁴ For the full text of decisions adopted by the Conference of the Parties at its sixth session, see document FCCC/CP/2000/5/Add.2 and FCCC/CP/2001/5.

45. The General Assembly, on the basis of the report of the Fifth Committee (A/56/737), adopted resolution A/RES/56/242 entitled "Pattern of conferences", which approved the draft biennial calendar for conferences and meetings of the United Nations for 2002-2003 (A/56/32), as submitted by the Committee on Conferences. The draft biennial calendar includes the meetings of the subsidiary bodies of the COP as well as the eighth and ninth sessions of the COP of the UNFCCC in the calendar for the years 2002-2003. The resolution also "authorized the Committee on Conferences to make any adjustments to the calendar of conferences and meetings for 2002-2003 that may become necessary as a result of actions and decisions taken by the General Assembly at its 56th session".

46. The United Nations Secretariat has advised the UNFCCC secretariat that it intends to raise this matter at the Fifth Committee at the resumed session of the General Assembly. The Fifth Committee is expected to consider the biennial calendar of meetings and conferences and the budgetary and financial implications at its meeting in May 2003 and is expected to clarify whether the conference-servicing expenses of the Convention for the biennium 2002-2003 are to be covered from the budget of the United Nations.

47. The Conference of the Parties, by its decision 38/CP.7 on the programme budget for the biennium 2002-2003, approved a contingency budget for conference services in the event that the General Assembly decides that the UNFCCC should finance its own conference services. The implementation of this contingency budget would result in an increase of over 17 per cent in the core budget contributions of Parties.

48. **Action:** The Executive Secretary will provide an oral report and the latest developments concerning the conference services budget. In the light of this information, the SBI may wish to consider any financial implications of the General Assembly decision and to take any action it deems necessary.

(e) Ninth session of the Conference of the Parties

49. **Action:** In accordance with the calendar of meetings of Convention bodies for 2002-2007 adopted by the COP at its seventh session, the second sessional period in 2003 is scheduled from 1 to 12 December 2003 (See FCCC/CP/2001/13/Add.4, section V). The SBI may wish to invite Parties interested in hosting the ninth session of the Conference of the Parties (COP 9) to present offers for consideration by the SBI at its sixteenth session. The SBI, after considering any such offers, may wish to recommend, for adoption by COP 8, a decision on the host country for COP 9, and also to request the secretariat to start planning for COP 9 with the designated host country and to enter into the necessary agreement.

12. Administrative and financial matters

(a) Interim financial performance for the biennium 2002-2003: status of contributions as at 31 May 2002

50. **Background:** Information on the latest status (as at 31 May 2002) of contributions by Parties to the core budget, the Trust Fund for Participation in the UNFCCC Process and the Trust Fund for Supplementary Activities is contained in document FCCC/SBI/2002/INF.5. It is to be noted that it would be too early to prepare an income and expenditure report for 2002 at this stage, and that such a report will be presented to the seventeenth session of the SBI.

51. **Action:** The SBI may wish to express its appreciation to the Parties that have made prompt contributions to the core budget, especially those which have made voluntary contributions to the other trust funds. The SBI may also wish to urge Parties that have not yet made their contributions to do so in a timely manner.

(b) **Possible options for responding to late payment of contributions**

52. **Background:** Upon considering the report by the Executive Secretary on options for responding to late payment of contributions (see FCCC/SBI/2000/2) and the outcome of the informal consultations, the SBI, at its fifteenth session, decided to postpone further consideration of this sub-item until its sixteenth session with a view to recommending a draft decision for adoption by the COP at its eighth session. The draft decision is contained in Annex I to the report of the fifteenth session of the SBI (FCCC/SBI/2001/18).

53. **Action:** The SBI may wish to continue further discussion on this sub-item and to recommend a draft decision to the COP for adoption at its eighth session.

(c) **Implementation of the Headquarters Agreement**

54. **Background:** At its previous sessions, the SBI considered the implementation of the Headquarters Agreement between the United Nations, the UNFCCC and the Government of Germany, specifically with respect to office space for the secretariat, conference facilities, visas for delegations and, with regard to visas, residence status and work permits for family members of the secretariat. It requested the host Government and the Executive Secretary to report on progress at its next session.

55. **Action:** Representatives of the host Government and the secretariat will make oral presentations on further progress made. The SBI may wish to consider the information provided and to take any actions it deems necessary.

13. Other matters

(a) **Proposal by Croatia on land use, land-use change and forestry**

56. **Background:** The Government of Croatia submitted a request to consider its forest management activities under Article 3, paragraph 4, of the Kyoto Protocol (see FCCC/CP/2001/MISC.6/Add.2). The COP, at its seventh session, took note of this request and requested the SBI to consider it at its sixteenth session (see FCCC/CP/2001/13, para. 96).

57. **Action:** The SBI may wish to refer this sub-item to the SBSTA for further consideration.

(b) **Matters referred to the Subsidiary Body for Implementation by the Subsidiary Body for Scientific and Technological Advice**

58. Any matters which are referred to the SBI by the SBSTA at their sixteenth sessions for further consideration will be taken up under this item.

14. Report on the session

59. The SBI may wish to adopt conclusions and authorize the Rapporteur to complete the report after the session under the guidance of the Chairman and with the assistance of the secretariat. Subject to the availability of sufficient time for their translation, conclusions will be made available in the six official languages of the United Nations.

Annex I

**DOCUMENTS BEFORE THE SUBSIDIARY BODY FOR IMPLEMENTATION
AT ITS SIXTEENTH SESSION**

Documents prepared for the session

FCCC/SBI/2001/18	Report of the Subsidiary Body for Implementation on its fifteenth session, Marrakesh, 29 October - 8 November 2001
FCCC/SBI/2002/1	Provisional agenda and annotations. Note by the Executive Secretary
FCCC/SBI/2002/2	National communications from Parties not included in Annex I to the Convention. Report of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
FCCC/SBI/2002/3	National communications from Parties included in Annex I to the Convention. Consideration of the reviews of national communications from Parties included in Annex I to the Convention
FCCC/SBI/2002/4	Arrangements for intergovernmental meetings. Note by the Executive Secretary
FCCC/SBI/2002/5	Matters relating to the least developed countries: report of the work of the Least Developed Countries Expert Group
FCCC/SBI/2002/INF.1	National communications from Parties not included in Annex I to the Convention. Information on activities taken by the Global Environment Facility
FCCC/SBI/2002/INF.2	National communications from Parties not included in Annex I to the Convention. Proposed revised guidelines for the preparation of national communications from Parties not included in Annex I to the Convention
FCCC/SBI/2002/INF.3	National communications from Parties not included in Annex I to the Convention. Report of the workshop of the Consultative Group of Experts
FCCC/SBI/2002/INF.4	National communications from Parties included in Annex I to the Convention. Status report on the review of third national communications
FCCC/SBI/2002/INF.5	Administrative and financial matters. Status of contributions as at 31 May 2002

Other documents for the session

FCCC/SBI/2000/2	Administrative and financial matters. Late payment of contributions: response options. Note by the Executive Secretary
FCCC/SBI/2001/14	National communications from Parties not included in Annex I to the Convention. Third compilation and synthesis of initial national communications from Parties not included in Annex I to the Convention
FCCC/SBI/2001/15	National communications from Parties not included in Annex I to the Convention. Report of the Consultative Group of Experts to the subsidiary bodies
FCCC/SBI/2001/INF.7	National communications from Parties included in Annex I to the Convention. Status report on in-depth reviews
FCCC/CP/2001/12	Other matters. Letter from the Central Asia, Caucasus and Moldova countries on their status under the convention
FCCC/CP/2001/13 and Add.1-4	Report of the Conference of the Parties on its seventh session, held at Marrakesh from 29 October to 10 November 2001
FCCC/CP/2001/MISC.6 /Add.2	Implementation of the Buenos Aires Plan of Action: Adoption of the decisions giving effect to the Bonn agreements. Draft decisions forwarded for elaboration, completion and adoption. Land use, land-use change and forestry. Note by the secretariat. Addendum
FCCC/CP/2001/MISC.9	Closure of the session. Views from a Party

Annex II

PROPOSED SCHEDULE OF WORK FOR THE SIXTEENTH SESSION OF THE SUBSIDIARY BODIES

	Monday 3 June	Tuesday 4 June	Wednesday 5 June	Thursday 6 June	Friday 7 June	Saturday 8 June
10 a.m. to 1 p.m.			SBSTA items 1, 2, 3, 4 (a), (b), (c)	SBSTA items 8, 9, 6, 10	INFORMALS	INFORMALS
3 p.m. to 6 p.m.			SBSTA items 4 (d), (e), 5, 7	INFORMALS	INFORMALS	
			INFORMALS	INFORMALS		
	Monday 10 June	Tuesday 11 June	Wednesday 12 June	Thursday 13 June	Friday 14 June	
10 a.m. to 1 p.m.	SBSTA items 1, 2, 3, 4, 5	INFORMALS	INFORMALS	SBSTA items 3 to 11	SBSTA items 3 to 14	
	INFORMALS			INFORMALS		
3 p.m. to 6 p.m.	SBSTA items 6, 7, 8, 9, 10, 11, 12, 13	INFORMALS	INFORMALS	SBSTA items (continued)	SBSTA items (continued)	
	INFORMALS			INFORMALS		



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Sixteenth session

Bonn, 10–14 June 2002

Item 2 (a) of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS

Note by the Executive Secretary

Addendum

SUPPLEMENTARY PROVISIONAL AGENDA

I. INTRODUCTION

1. A request has been received from Saudi Arabia to include an item in the provisional agenda of the Subsidiary Body for Implementation (SBI) at its sixteenth session on the implementation of Article 2, paragraph 3, of the Kyoto Protocol.
2. In accordance with rule 12 of the draft rules of procedure being applied and with the agreement of the Chairman of the SBI, this item is being included as item 13 (b) of the supplementary provisional agenda below.

II. SUPPLEMENTARY PROVISIONAL AGENDA

3. The supplementary provisional agenda for the sixteenth session of the SBI, proposed after consultation with the Chairman, is as follows:
 1. Opening of the session.
 2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session.
 3. National communications from Parties included in Annex I to the Convention:
 - (a) Consideration of the reviews of national communications from Parties included in Annex I to the Convention;
 - (b) Status report on the review of third national communication

4. National communications from Parties not included in Annex I to the Convention:
 - (a) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention;
 - (b) Report of the workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention;
 - (c) Provision of financial and technical support.
5. Review of the financial mechanism.
6. Implementation of Article 4, paragraphs 8 and 9, of the Convention: progress on the implementation of activities under decision 5/CP.7.
7. Matters relating to the least developed countries: report of the Least Developed Countries Expert Group.
8. Capacity building.
9. Request from a group of countries of Central Asia and the Caucasus, Albania and Moldova regarding their status under the Convention.
10. Preparations for the World Summit on Sustainable Development.
11. Arrangements for intergovernmental meetings:
 - (a) Eighth session of the Conference of the Parties;
 - (b) Arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
 - (c) Programme for future sessions;
 - (d) Budget for conference services;
 - (e) Ninth session of the Conference of the Parties.
12. Administrative and financial matters:
 - (a) Interim financial performance for the biennium 2002-2003: status of contributions as at 31 May 2002;
 - (b) Possible options for responding to late payment of contributions;
 - (c) Implementation of the Headquarters Agreement.
13. Other matters:
 - (a) Proposal by Croatia on land use, land-use change and forestry;
 - (b) Implementation of Article 2, paragraph 3, of the Kyoto Protocol;
 - (c) Matters referred to the Subsidiary Body for Implementation by the Subsidiary Body for Scientific and Technological Advice.

14. Report on the session.

III. ANNOTATIONS TO THE SUPPLEMENTARY PROVISIONAL AGENDA

13. Other matters

(b) Implementation of Article 2, paragraph 3, of the Kyoto Protocol

4. **Background:** The Government of Saudi Arabia, by its letter dated 1 May 2002 addressed to the Coordinator, Intergovernmental and Conference Affairs, requests the secretariat to add this item to the provisional agendas of the SBI and the SBSTA. In the view of the Government of Saudi Arabia, initiating consideration of this item is justified by paragraph 1 (c) of decision 1/CP. 4 which includes "Implementation of Article 4.8 and 4.9 of the Convention (covering also Articles 2.3 and 3.14 of the Kyoto Protocol) (decision 5/CP.4)" as part of the Buenos Aires Plan of Action. The Government of Saudi Arabia is also of the view that, although decision 5/CP.7 entitled "Implementation of Article 4, paragraphs 8 and 9, of the Convention (decision 3/CP.3 and Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol)" mentions Article 2, paragraph 3, of the Kyoto Protocol in its title, this article has not been elaborated in the substance. The Government of Saudi Arabia, therefore, requests that this item be included in the SBI agenda.

5. **Action:** The SBI may wish to consider this item and take any action it deems necessary.



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**NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN
ANNEX I TO THE CONVENTION**

**WORK OF THE CONSULTATIVE GROUP OF EXPERTS ON NATIONAL
COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO
THE CONVENTION**

**Report of the fourth meeting of the Consultative Group of Experts on National
Communications from Parties not included in Annex I to the Convention**

Note by the secretariat

1. Pursuant to its mandate from the Conference of the Parties (decision 8/CP.5), the secretariat coordinated and facilitated the organization of the fourth meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and the preparation of its report. The objectives of the meeting were to consider the report of the CGE to the subsidiary bodies (FCCC/SBI/2001/15), and to review the progress of the CGE's work in accordance with its mandate and terms of reference, as contained in the annex to decision 8/CP.5 (FCCC/CP/1999/6/Add.1).
2. The subsidiary bodies may wish to take note of this report and to provide further guidance to the CGE on the conduct of its work.

**FOURTH MEETING OF THE CONSULTATIVE GROUP OF EXPERTS ON
NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN
ANNEX I TO THE CONVENTION**

**Report by the Chairman
Mr. Philip S. Weech (Bahamas)**

I. INTRODUCTION

1. The fourth meeting of the CGE was held in Marrakesh, Morocco, from 25 to 26 October 2001. Experts from the Bahamas, China, Ecuador, Egypt, Fiji, Mexico, the Netherlands, Pakistan, Saudi Arabia, Senegal, Switzerland, Thailand and Togo, as well as an expert from the Intergovernmental Panel on Climate Change (IPCC) Greenhouse Gas Inventory Task Force attended the meeting. Six experts, from Antigua and Barbuda, Australia, Brazil, Germany, the United Republic of Tanzania, the United States of America, and an expert from the National Communications Support Programme of the Global Environment Facility, the United Nations Development Programme and the United Nations Environment Programme, were unable to attend the meeting.

Scope of the report

2. This document summarizes the deliberations of the CGE at its fourth meeting. Issues discussed were the CGE report to the subsidiary bodies (FCCC/SBI/2001/15) and the terms of reference and future work of the CGE relating to the improvement of the preparation of national communications from Parties not included in Annex I to the Convention (non-Annex I Parties).

II. DISCUSSIONS

3. The Chairman of the third meeting of the CGE, Dr. Vute Wangwacharakul (Thailand), noted with satisfaction the significant progress made by the CGE in accomplishing its mandate within a relatively short span of time, and thanked members and the UNFCCC secretariat for the excellent work done in supporting him during his tenure as Chairman. The CGE then elected Mr. Philip Weech (Bahamas) and Dr. Isabelle Niang-Diop (Senegal), as Chairman and Rapporteur, respectively, for its fourth meeting.

4. Mr. Philip Weech welcomed the CGE members to the fourth meeting and acknowledged the efforts of members in the successful completion of the CGE report, which would be presented to the Subsidiary Body for Implementation (SBI) at its fifteenth session.

A. CGE report to the subsidiary bodies

5. The CGE considered that while the preparation of its report to the subsidiary bodies (FCCC/SBI/2001/15) was guided by the spirit and the letter of its mandate, as annexed to decision 8/CP.5, the implementation of the recommendations contained therein constituted an important step towards "improving the process of preparation of national communications of non-Annex I Parties".

6. The CGE members stressed that the report represented the technical character of the work that the CGE members had undertaken, which included the examination of 50 initial national communications, the compilation and synthesis of national communications, information compiled on the status of preparation of initial national communications, and the information contained in the reports of the four CGE workshops which had been attended by 94 government-nominated experts, from 70

non-Annex I Parties, who had been actively involved in the preparation of the initial national communications.

7. Members discussed at length the nature of the constraints and problems non-Annex I Parties had encountered in the preparation of their initial national communications, including those relating to national GHG inventories, vulnerability and adaptation assessment, research and systematic observation, GHG abatement analysis, education, training and public awareness, information and networking, and financial and technical support.

8. The CGE members identified, among others, four critical but closely related areas of need, which would have to be addressed in order to improve the process of the preparation of national communications: (i) the need to improve the methodologies used to prepare the various elements of information in the national communications, (ii) the need to improve the UNFCCC reporting guidelines, (iii) the need to create and strengthen regional and national networks which provide data, information, tools and expertise necessary to prepare high-quality national communications, and (iv) the need to provide financial and technical support to facilitate the reporting of information and to ensure that the technical teams which have been established to prepare national communications were maintained.

National GHG inventories

9. The CGE members emphasized that recommendations relating to national GHG inventories were meant to address: (i) the lack of activity data and appropriate emission factors, (ii) the methodological difficulties relating to the use of the Revised 1996 IPCC Guidelines, and (iii) the need to improve the transparency and completeness of reporting of information on GHG inventories.

Vulnerability and adaptation assessment

10. The CGE's recommendations on the reporting of vulnerability and adaptation assessment information were designed to address methodological issues relating to the application of the IPCC Technical Guidelines for Assessing Climate Impacts and Adaptations. The CGE noted that many of the problems were related to the non-suitability of methods and tools, and the lack of national capacity, data, institutional frameworks and financial resources.

Research and systematic observation

11. The CGE members stressed the need for improvement to the support for and reporting of research and systematic observation, and took into account the need for urgent and effective implementation of decisions 14/CP.4 and 5/CP.5, which addressed some of the problems relating to lack of data and the capacity to access, analyse and manage data.

GHG abatement analysis

12. The CGE members emphasized that recommendations relating to the improvement of support for and reporting of GHG abatement analysis would address methodological, data and reporting issues and problems encountered by Parties in the preparation of their national communications.

Financial and technical support

13. The CGE members emphasized the importance of timely and adequate provision of financial and technical support to non-Annex I Parties for the preparation of national communications, and stressed

that their recommendations, if implemented, would alleviate the problems encountered in climate change education, training and public awareness, as well as in the area of information and networking.

14. The CGE considered that the financial and technical support provided by bilateral and multilateral organizations in the preparation of national communications was critical. It proposed to elaborate further its work relating to the review of existing activities and programmes which facilitate and support the preparation of national communications so that they are coordinated in a manner which minimizes duplication of effort.

15. The CGE was of the view that, given the limited time and the level of resources available to conduct its work, it had substantially and successfully completed the work relating to its mandate and terms of reference.

16. The CGE reaffirmed that the decision on when and how its recommendations would be implemented was entirely in the purview of the subsidiary bodies and the Conference of the Parties (COP).

IPCC Guidelines

17. The CGE agreed that methodological difficulties associated with some aspects of the IPCC Guidelines needed to be addressed, and recommended to the subsidiary bodies that the COP should communicate to the IPCC secretariat the need for the IPCC to revise the relevant sections of the methodologies on national GHG inventories and on the assessment of vulnerability and adaptation to climate change.

UNFCCC guidelines

18. The CGE discussed the consolidated report of Parties' views on its preliminary report to the subsidiary bodies and the current progress of the process aimed at improvement of the guidelines for subsequent national communications from non-Annex I Parties, contained in document FCCC/SBI/2001/11.

19. The CGE unanimously endorsed the validity of its recommendations, contained in its report to the subsidiary bodies, relating to the UNFCCC guidelines for the preparation of national communications from non-Annex I Parties. It noted that the decision on when to revise the guidelines was a matter for the SBI to consider.

B. Terms of reference and future work of the CGE

20. The CGE members considered elements of work that could be included in a revised terms of reference for the CGE and agreed to recommend that, in addition to their current mandate and terms of reference, the following activities could be undertaken before the eighth session of the COP: (i) analysis of information contained in all national communications submitted by Parties after 15 April 2001 which are not covered in the report (FCCC/SBI/2001/15), and (ii) identification and assessment of technical problems and constraints that have influenced the preparation of initial national communications by those non-Annex I Parties which have yet to complete their national communications.

21. The CGE members concluded that the CGE could provide input to any COP decision regarding the revision of its terms of reference, if the COP so wished. The CGE recommended that the cost of implementing its mandate should be included in the core budget of the secretariat.



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**NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN
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**WORK OF THE CONSULTATIVE GROUP OF EXPERTS ON NATIONAL
COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO
THE CONVENTION**

**Report of the fourth meeting of the Consultative Group of Experts on National
Communications from Parties not included in Annex I to the Convention**

Note by the secretariat

Corrigendum

Page 2, paragraph 1, line 3

After Senegal insert Slovakia



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**NATIONAL COMMUNICATIONS FROM PARTIES INCLUDED IN
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**CONSIDERATION OF THE REVIEWS OF NATIONAL COMMUNICATIONS FROM
PARTIES INCLUDED IN ANNEX I TO THE CONVENTION**

Note by the secretariat

I. INTRODUCTION

A. Mandate

1. At its fifteenth session, the Subsidiary Body for Implementation (SBI) took note of document FCCC/SBI/2001/INF.7, status report on in-depth reviews, and agreed to give further consideration to this document and to finding optimum ways of conducting the review process and of considering its outcomes at its sixteenth session.¹

B. Scope of the note

2. This note presents data on trends in greenhouse gas (GHG) emissions from Parties included in Annex I to the Convention (Annex I Parties) on the basis of available information reported by these Parties in 2001 in their annual GHG inventory submissions and compiled in document FCCC/SBI/2001/13/Corr.1. These trends cover the period 1990 to 1999 and are used as a reference for the review of the implementation of the Convention by Annex I Parties (see section II). The note also suggests possible ways for advancing the process of consideration of national communications from Annex I Parties and the outcomes of their reviews (see section III).

¹ See FCCC/SBI/2001/18, para. 43.

3. Suggestions related to advancing the review process and considering its outcomes draw upon information contained in document FCCC/SBI/2001/INF.7 as well as on experience gained by the secretariat and government-nominated experts during the in-depth reviews (IDRs) of national communications conducted from 1995 to 2000.

C. Possible action by the SBI

4. The SBI is invited to consider the information contained in this note together with that in document FCCC/SBI/2001/INF.7. Based on the suggestions contained in this note and on the results of the discussion under the present agenda item, the SBI may wish to provide guidance on how information from the IDRs and national communications, as well as numerical data contained in annual inventory submissions, should be considered. The SBI may also wish to consider how the IDR teams could bring forward to the subsidiary bodies and the Conference of the Parties (COP) information on specific issues related to the implementation of the Convention, identified during the review.

II. OVERVIEW OF THE BACKGROUND INFORMATION

5. This section briefly presents information on the trends of GHG emissions from Annex I Parties for the period 1990 to 1999 based on numerical data contained in document FCCC/SBI/2001/13. An overview of the information contained in other sections of national communications, e.g., policies and measures and projections, is presented in document FCCC/SBI/2001/INF.7 and is not reproduced here.

6. According to numerical data submitted by Annex I Parties,² aggregate GHG emissions (excluding land-use change and forestry) exhibit the trends presented in figure 1, which is based on data provided in table 1.

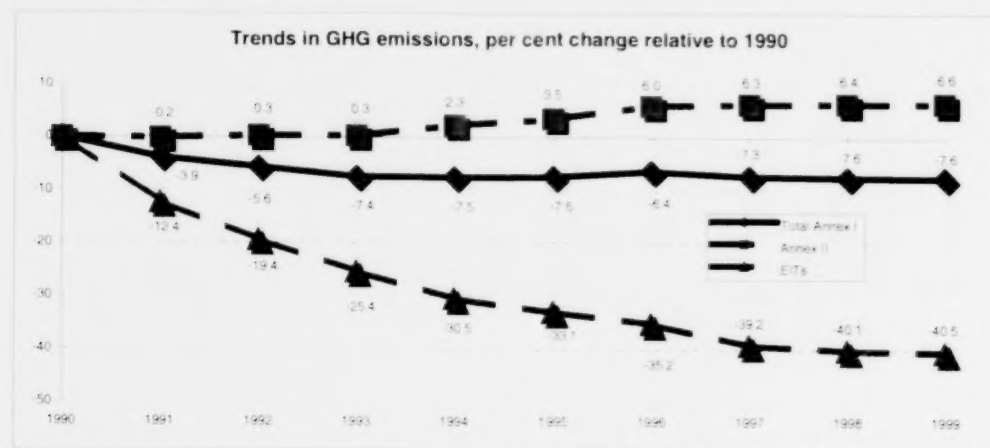
Table 1. Aggregate GHG emissions from Annex I Parties, Gg of CO₂ equivalent

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999
Annex I	18 149 861	17 451 049	17 129 277	16 800 380	16 780 782	16 793 329	16 990 986	16 817 210	16 777 043	16 775 215
Annex II	12 697 815	12 676 046	12 736 916	12 735 301	12 992 335	13 144 163	13 458 151	13 503 239	13 513 928	13 530 968
EITs	5 452 046	4 775 003	4 392 361	4 065 079	3 788 447	3 649 166	3 532 835	3 313 971	3 263 115	3 244 247

7. As can be seen from figure 1, total aggregate GHG emissions from Annex I Parties as a whole decreased by 7.6 per cent in the period 1990 to 1999. This was due to a combination of a decrease in emissions from Parties with economies in transition (EITs) of 40.5 per cent and an increase of 6.6 per cent in emissions from Annex II Parties.

² Data gaps due to incomplete reporting by some Annex I Parties with economies in transition (EITs) have been filled in using simple interpolation or the latest available data. For this reason, the numbers presented in table 1 should be considered as preliminary. This however should not radically affect the trends. The data for Croatia are not included in table 1 and figure 1 since they are only available for 1990 to 1995 but are presented instead in table 3 and figure 3.

Figure 1. Trends in GHG emissions for Annex I Parties in the period 1990-1999



8. Emissions from Annex II Parties, after an initial slight decrease in the early 1990s, started to increase, although the rate of growth was less pronounced between 1996 and 1999 than between 1993 and 1996. In EITs, either the rate of decrease in emissions apparently is slowing down or emissions may almost have reached their lowest level and could start increasing in the near future. Although the EITs share in total aggregate GHG emissions from all Annex I Parties decreased from 30 per cent in 1990 to 19 per cent in 1999, any upward trend in emissions from EITs would lead to an increase in emissions from Annex I Parties as a whole, unless emissions from Annex II Parties started to decrease.

9. Changes in aggregate GHG emissions from individual Annex II Parties and EIT Parties are shown in figures 2 and 3, respectively. The figures present the percentage change in emissions in 1995 (striped bar) and in 1999 (solid bar) relative to 1990. Tables 2 and 3 contain absolute numbers used to produce figures 2 and 3.³

10. It can be seen from figure 2 and the accompanying table 2 that aggregate GHG emissions were on the increase in the period 1990 to 1999 for the majority of Annex II Parties. Emissions increased in 14 Annex II Parties within the range of less than one per cent (Switzerland) to about 24 per cent (Spain). A decrease was observed in five Annex II Parties with Germany and United Kingdom (approximately 18 and 14 per cent, respectively) exhibiting the most pronounced downward trend among major emitters. It may also be noted that some Annex II Parties, namely Denmark, Japan, Netherlands and Sweden, seem to have reversed the upward trend and, although their emissions in 1999 were still above the 1990 levels, they were lower than in 1995.

³ For the clarity of graphical presentation, figure 2 does not include data for Luxembourg, where aggregate GHG emissions decreased by 24 per cent in 1995 and by 55 per cent in 1999 compared with 1990. Data for Liechtenstein and Monaco were not included in figure 2 due to the small amount of their emissions. Table 2, however, contains data for all Annex II Parties. Table 3 contains some data for Romania, Russian Federation and Ukraine, which are tentative and approximate; these are shown in *italics*.

Figure 2. Changes in aggregate GHG emissions from Annex II Parties; per cent change in 1995 (striped bar) and in 1999 (solid bar) relative to 1990

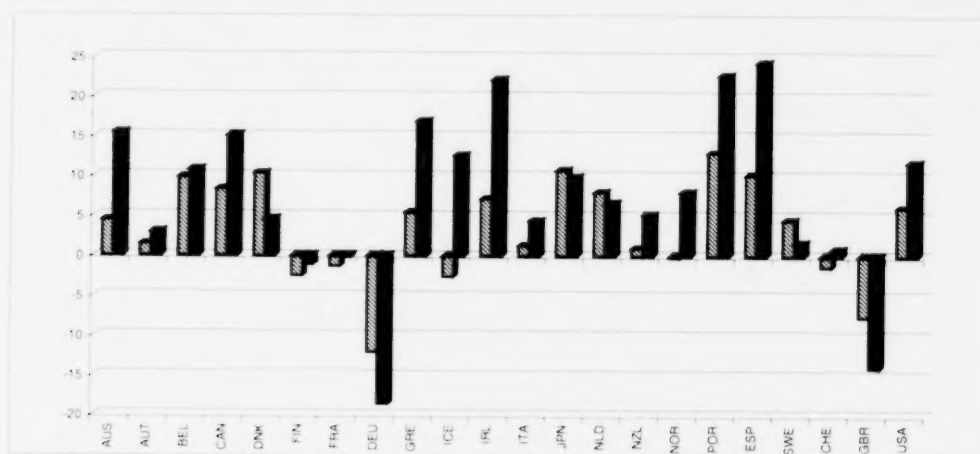


Table 2. Annex II Parties: aggregate GHG emissions (Gg of CO₂ equivalent) and per cent change relative to 1990

	1990	1995	1999	% 95/90	% 99/90
Australia	423 852	442 514	489 092	4.4	15.4
Austria	76 939	78 044	79 224	1.4	3.0
Belgium	136 463	149 853	151 193	9.8	10.8
Canada	607 183	657 772	698 619	8.3	15.1
Denmark	69 951	77 165	73 173	10.3	4.6
Finland	77 093	75 168	76 243	-2.5	-1.1
France	553 262	546 134	552 209	-1.3	-0.2
Germany	1 207 427	1 061 495	982 407	-12.1	-18.6
Greece	105 475	111 192	123 253	5.4	16.9
Iceland	2 939	2 863	3 308	-2.6	12.5
Ireland	53 497	57 317	65 337	7.1	22.1
Italy	518 461	525 042	541 127	1.3	4.4
Japan	1 237 456	1 369 387	1 358 716	10.7	9.8
Liechtenstein	260	n.a.	n.a.	-	-
Luxembourg	13 448	10 223	6 004	-24.1	-55.4
Monaco	100	124	133	24.0	33.3
Netherlands	215 800	232 897	230 085	7.9	6.6
New Zealand	73 064	73 757	76 831	0.9	5.2
Norway	52 027	51 917	56 171	-0.2	8.0
Portugal	64 644	72 974	79 304	12.9	22.7
Spain	305 832	336 739	380 192	10.1	24.3
Sweden	69 562	72 656	70 692	4.4	1.6
Switzerland	53 005	52 285	53 455	-1.4	0.8
United Kingdom	741 882	685 058	637 865	-7.7	-14.0
United States of America	6 038 192	6 401 324	6 746 072	6.0	11.7

Figure 3. Changes in aggregate GHG emissions from Annex I Parties with economies in transition; per cent change in 1995 (striped bar) and in 1999 (solid bar) relative to 1990



Table 3. EIT Parties: aggregate GHG emissions (Gg of CO₂ equivalent) and per cent change relative to 1990*

	1990	1995	1999	% 95/90	% 99/90
Bulgaria	157 090	98 083	77 697	-37.6	-50.5
Croatia	39 391	22 259	n.a.	-43.5	n.a.
Czech Republic	189 839	148 103	140 578	-22.0	-25.9
Estonia	40 732	22 653	19 878	-44.4	-51.2
Hungary	101 633	77 916	86 547	-23.3	-14.8
Latvia	31 025	13 382	13 614	-56.9	-56.1
Lithuania	51 548	3 000	23 851	-39.9	-53.7
Poland	564 286	416 530	400 260	-26.2	-29.1
Romania	264 879	164 026	164 026	-38.1	-38.1
Russian Federation	3 040 062	2 065 711	1 880 000	-32.1	-38.2
Slovakia	72 530	53 697	51 796	-26.0	-28.6
Slovenia	19 233	19 233	16 000	0.0	-16.8
Ukraine	919 189	538 833	450 000	-41.4	-51.0

* Belarus has not yet submitted its national communication.

11. As can be seen in figure 3 and accompanying table 3, aggregate GHG emissions from EITs in 1999 were well below their 1990 levels with ranges from about -15 per cent for Hungary to more than -56 per cent for Latvia. There appears to be a slight recent upward trend in emissions from Hungary and Latvia. Some signs of a slowing down in the rate of decrease of emissions can be seen in the trends for the Czech Republic, Poland, Russian Federation and Slovakia. Regrettably, incomplete or delayed reporting by some Parties with economies in transition complicates publication of emissions data and their analysis.

SUGGESTIONS FOR THE CONSIDERATION OF INFORMATION

12. In accordance with decision 33/CP.7, in-depth reviews of national communications due by 30 November 2001 should be completed in time for consideration by the Conference of the Parties (COP) at its ninth session.⁴ The same decision requests the secretariat to prepare a compilation and synthesis report on the third national communications from Annex I Parties for consideration by the COP at its eighth session.

13. Information on all aspects of activities related to climate change is provided to the secretariat by Annex I Parties in their national communications (with periodicity of three to four years) and in annual GHG inventory submissions. National communications are subject to in-depth review in accordance with decision 2/CP.1.⁵ In-depth review consists of two distinct but related activities: publication by the secretariat of a compilation and synthesis report covering all national communications, and publication of individual IDR reports produced by teams of government-nominated experts following their visits to the countries under review. Annual GHG inventory submissions are subject to a separate annual technical review in accordance with decision 6/CP.5.

14. Compilation and synthesis reports summarize information on various sections in national communications and provide an overview of national activities related to the collection of data used in the preparation of GHG inventories, estimation of trends in GHG emissions, implementation of policies and measures and estimation of their effects, preparation of projections, results of research and systematic observation, provision of financial resources, and transfer of technology, as well as in disseminating information and raising public awareness. IDR reports consider these issues in more detail in the national context, providing a thorough technical analysis of national activities related to the implementation of the Convention by Annex I Parties. The technical review of GHG inventory submissions, which is still in the trial period, ensures the reliability of inventory data, including data series reflecting trends in emissions.

A. Options relating to information

15. The data provided in section II above constitute only a fraction of the information that the secretariat could produce for consideration by Parties based on their national communications, annual GHG inventory submissions and their technical reviews, and IDR reports. Examples of additional information that could be provided to Parties are suggested below.

16. Submission of GHG inventory data in 2002, covering the period 1990 to 2000, would allow the secretariat (after completion of the technical review of inventories) to publish a complete set of sectoral and aggregated data for all those years. As this report is expected to be voluminous, it would only be published once. This complete set of GHG inventory data could be considered at COP 9 with a view to assessing implementation of Article 4.2 (a) and (b) of the Convention so far and could also serve as an input to the consideration of demonstrable progress under Article 3.2 at the first session of the Conference of the Parties serving as a meeting of the Parties to the Kyoto Protocol.

17. In addition to the simple presentation of trends in GHG emissions from Annex I Parties (similar to that provided in section II above), the secretariat could coordinate a more detailed and in-depth analysis of the factors underlying those trends. This analysis could be conducted for important sources of emissions at both aggregated and disaggregated levels. For example, the share of fuel combustion in

⁴ For decisions of the Conference of the Parties at its seventh session, see FCCC/CP/2001/13/Add.1-4.

⁵ For decisions of the Conference of the Parties at its first session, see FCCC/CP/1995/7/Add.1.

aggregate GHG emissions from Annex I Parties as a whole increased slightly from 77.9 per cent in 1990 to 79.5 per cent in 1999, whereas the same share for Annex II Parties increased from 78.6 per cent in 1990 to 80.2 per cent in 1999. In the EITs, the share remained practically unchanged during the same period at 76.2 per cent. Considered in conjunction with other pieces of information, such as national circumstances and trends in emissions from other sources and sectors, a number of insights could be obtained which might shed light on the efficiency and effects of policies and measures in some sectors.

18. The in-depth review of national communications from Annex I Parties due by 30 November 2001 which, according to decision 33/CP.7, should take place in 2002 to 2003 would provide another opportunity to review implementation of commitments of Annex I Parties under the Convention. IDR reports present additional and up-to-date information on implementation of the Convention by Annex I Parties, and consideration of their results by the COP and the SBI could be beneficial for both Parties and the secretariat.

B. Options related to the process

19. In the past, consideration of information provided by Annex I Parties and of the reviews coordinated by the secretariat has been limited to brief discussions on the compilation and synthesis reports prepared by the secretariat on the basis of the first and second national communications. If Parties so wish, a more detailed consideration of the information provided by Annex I Parties in their GHG inventory submissions and in national communications, supplemented by the compilation and synthesis and IDR reports, could be initiated. Some options for a more thorough consideration are presented below.

20. Taking into account the potentially large amounts of information under consideration as well as time constraints, alternatives to brief discussions at the plenary meetings of the COP and the SBI could be envisaged. For example, information and analysis contained in individual IDR reports could be considered and assessed either individually or collectively after all or some IDR reports have been completed and a compilation and synthesis report produced. To facilitate such an assessment, the SBI may wish to consider convening an ad-hoc group of experts on Annex I communications. This group could examine the information contained in several IDR reports as they became available and forward its main findings to the SBI for further consideration. Alternatively, a number of workshops dedicated to consideration of the results of the review could be conducted in 2003 to 2004. A combination of the above approaches could also be envisaged.

21. Teams of government-nominated experts participating in the IDRs on the basis of information and insights obtained during the in-country visit and discussions with host country officials could summarize their views in the form of recommendations for a Party under review. At present IDR reports only contain summary conclusions and some experts have felt that incorporating recommendations in the IDR reports could be beneficial for the Parties particularly if they contained specific suggestions related to reporting and presentation of information, as well as some substantive issues.

22. The secretariat could also prepare a series of in-session presentations focusing on the main results of the IDRs and preliminary analysis of the GHG inventory data. Such presentations (the first ones are planned for the sixteenth session of the subsidiary bodies) could clarify some outstanding issues and would allow Parties to be better prepared for the formal discussions at plenary meetings of the COP and the SBI.

23. In considering the results of the reviews, the SBI may wish to clarify some issues related to the division of labour between the subsidiary bodies. The role of the COP in relation to consideration of

implementation of the Convention by Annex I Parties could also be clarified. For example, the following questions could be answered:

- Which results of the technical review of inventories should be considered by the SBSTA and which by the SBI;
- In what form and at what level of detail should this consideration be conducted;
- What could be done to ensure timely submission of national communications⁶ and annual GHG inventory submissions, especially by EIT Parties;
- Should the secretariat strive to prepare reports on the basis of incomplete information, e.g., when there are not enough national communications submitted by Annex I Parties to produce a meaningful compilation and synthesis report;
- What action, if any, should be taken if inadequate information is provided in national communications on, e.g., projections, policies and measures or transfer of technology, and should and attempt be made to remedy such inadequacies during the in-depth review;

24. It is expected that an outcome of the discussion on the above suggestions will give further impetus to the process of consideration of the wealth of information produced in the process of implementation of the Convention. It is hoped that this consideration could be made more meaningful and useful to Parties, for example, if the SBI were to review implementation of the Convention by Annex I Parties every one or two years in a comprehensive way rather than placing national communications from Annex I Parties on the agenda of every SBI meeting. That would also enable the secretariat to serve the Parties better by producing more complete information, thus contributing to the strengthening of the review process and the consideration of its results.

⁶ At the time this note was being prepared only 17 out of 40 Annex I Parties had submitted to the secretariat their national communications due by 30 November 2001.



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ARRANGEMENTS FOR INTERGOVERNMENTAL MEETINGS

Note by the Executive Secretary

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I. INTRODUCTION

A. Mandate

1. Article 8, paragraph 2, of the Convention provides that the functions of the secretariat shall be, *inter alia*, "to make arrangements for sessions of the Conference of the Parties and its subsidiary bodies ... and to provide them with services as required". In order to make the necessary arrangements for intergovernmental meetings, the secretariat periodically seeks guidance from Parties.

B. Scope of the note

2. Section II of this note contains information on organizational arrangements for the eighth session of the Conference of the Parties (COP 8) and an overview of the possible elements of a provisional agenda for COP 8, which is contained in annex I below. It also contains proposals for the organization of work of the session. Section III raises a number of issues concerning the arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP), in anticipation of the entry into force of the Kyoto Protocol. Section IV discusses concerns raised by Parties and members of the Bureau about the programme for future sessions of Convention bodies, in particular the pattern of meetings of Convention bodies and the large number of requests for workshops. Section V deals with the latest developments concerning the budget for conference services and section VI addresses the date and venue for the ninth session of the Conference of the Parties (COP 9).

C. Possible action by the Subsidiary Body for Implementation

3. Guidance is invited from the Subsidiary Body for Implementation (SBI) on the matters raised in this note, in particular on:

- (a) Possible elements of a provisional agenda for COP 8;
- (b) The organization of the work of COP 8, including meetings of the subsidiary bodies, and participation by ministers and senior officials;
- (c) Arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
- (d) The programme for future sessions of Convention bodies;
- (e) The budget for conference services; and
- (f) A recommendation to COP 8 on the date and venue of COP 9.

II. EIGHTH SESSION OF THE CONFERENCE OF THE PARTIES

A. Host country agreement

4. At its seventh session, the Conference of the Parties (COP), by its decision 37/CP.7, decided that the eighth session of the Conference of the Parties (COP 8) would be held from 23 October to 1 November 2002 (see FCCC/CP/2001/13/Add.4, section V). In this decision, the COP also noted with appreciation the expression of interest of the Government of India in hosting COP 8, and requested the Bureau to decide on the venue of COP 8 at its next meeting. At its meeting on 17 January 2002, the Bureau, following a proposal by the President, accepted the generous offer of the Government of India to host COP 8. This was communicated to all Parties in an information note dated 28 January 2002.

5. At this same meeting, the Bureau requested the Executive Secretary to conclude a host country agreement with the Government of India on arrangements for COP 8. The session will be held at the Vigyan Bhawan Conference Centre in New Delhi. Discussions are under way between the secretariat and the host Government on arrangements for the session, including the host country agreement. Further consultations will be held with the Government of India and additional information will be conveyed orally to the SBI at its sixteenth session.

B. Possible elements of a provisional agenda

6. Rule 9 of the draft rules of procedure, being applied, provides that "in agreement with the President, the secretariat shall draft the provisional agenda of each session" (see FCCC/CP/1996/2). A list of possible elements of a provisional agenda for COP 8 has been prepared by the secretariat, after consulting the Bureau, and is contained in annex I below. Most of the elements of the provisional agenda for COP 8 are on the agendas of the subsidiary bodies for the current sessions and will also be on the agendas for their seventeenth sessions. This should permit substantive progress to be made in preparing for COP 8.

7. The agenda elements are organized in six main groups:

- (a) Organizational and procedural matters;
- (b) Reports of the subsidiary bodies on their work;
- (c) Convention implementation issues;
- (d) Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
- (e) Administrative and financial matters; and
- (f) General statements.

8. The list of possible elements is similar to the agenda of COP 6. The item entitled "Second review of the adequacy of Article 4, paragraph 2 (a) and (b), of the Convention" has been included, accompanied by an explanatory note, in accordance with the request of the COP at its seventh session (see FCCC/CP/2001/13, paras. 29 to 30). This maintains the status quo as it emerged from COP 7.

9. The item entitled "Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol" includes the sub-item "Other matters referred to the Conference of the Parties by the subsidiary bodies at their sixteenth and seventeenth sessions". This sub-item will include, *inter alia*, matters concerning guidelines under Articles 5, 7 and 8; Article 7, paragraph 4; and policies and measures. In addition, the sub-item "Matters relating to Article 2, paragraph 3, of the Kyoto Protocol" has been included at the request of Saudi Arabia, in accordance with rule 10 (d) of the draft rules of procedure, being applied.

C. Organizational matters

1. Overview of the sessional period

10. COP 7 marked the conclusion of the phase of negotiations concerning the Buenos Aires Plan of Action. In addition to completing some unfinished business and carrying out important regular work, COP 8 presents an opportunity for Parties to send a political signal on efforts to move forward with the implementation of the Convention and the entry into force of the Kyoto Protocol.

11. The sessional period would be organized as follows:

(a) COP 8 would open on Wednesday, 23 October at 10 a.m. The opening meeting would go through item 1 of the provisional agenda, including the election of the President, and adopt the agenda for the session (see annex I below). The President of COP 7 will open and preside over COP 8 until the election of the President for the session (see rules 23 and 26 of the draft rules of procedures, being applied). The President of COP 7 will call for the election of His Excellency Mr. T. R. Baalu, Minister of Environment and Forests for the Government of India as the President of COP 8;

(b) Upon completion of item 1 and adoption of the agenda, the Conference would go into recess;

(c) The subsidiary bodies would be convened after the opening plenary meeting of the COP and meet until Tuesday, 29 October for their seventeenth sessions. They would attempt to finalize as many matters as possible and transmit their results to the COP;

(d) The President of COP 8 would be able to hold bilateral and group consultations on key issues during the first week. He would also chair the meetings of the Bureau;

(e) The COP could convene in plenary at the mid-point of the session to review the progress of work of the subsidiary bodies, address other agenda items, and review the results of the President's consultations;

(f) On Wednesday, 30 October, the Conference would be convened to hear reports from the Chairmen of the subsidiary bodies on the results of their work, and to conduct other business;

(g) The high-level segment of COP 8 would open on Wednesday, 30 October. Ministers and senior officials would attend COP 8 from Wednesday, 30 October until Friday, 1 November. They would deliver brief policy statements, give advice to negotiators, and could participate in a round-table discussion on matters such as the implications of the outcome of the World Summit on Sustainable Development, review of the implementation of the Convention, or perspectives to 2008.

12. A tentative overview of the proposed scenario for the sessional period is contained in annex II below. The SBI is invited to give guidance on the proposed scenario, especially on the possibility of convening a high-level ministerial round-table discussion and, if so, on what matter.

2. Rules of procedure

13. As the Conference of the Parties has not been able to adopt its rules of procedure, the draft rules of procedure will continue to be applied, with the exception of draft rule 42, until the rules are adopted by the Conference. The President of COP 7 has stated that he would conduct informal consultations with Parties on this issue and report back to the COP at its eighth session (see FCCC/CP/2001/13, paras. 21 to 23).

3. Officers

14. Rule 22 of the draft rules of procedure, being applied, provides that "at the commencement of the first meeting of each ordinary session, a President, seven Vice-Presidents, the Chairmen of the subsidiary bodies established by Articles 9 and 10 of the Convention, and a Rapporteur shall be elected from among the representatives of the Parties present at the session. They shall serve as the Bureau of the session. Each of the five regional groups shall be represented by two Bureau members and one Bureau member shall represent the small island developing States. The offices of President and Rapporteur shall

normally be subject to rotation among the five regional groups." This rule further states that "no officer may serve on the Bureau for more than two consecutive terms of one year."

15. Consultations will be required to determine the officers of the Bureau of COP 8, as well as the officers of the subsidiary bodies, as appropriate. The President of COP 7 will begin informal consultations on the nomination of officers of the Bureau of COP 8 during the sixteenth sessions of the subsidiary bodies.

16. At the first plenary meeting, the President of COP 7 will call for the election of the President of COP 8 (see paragraph 11 (a) above). The elected President of COP 8 will invite the Conference to elect the remainder of its officers and the Chairmen of the subsidiary bodies. This election will take place at the beginning of the session, if consultations on the nominations to the Bureau of COP 8 have been completed. If further consultations are needed, the election of the other officers could be deferred, with the existing Chairmen of the subsidiary bodies continuing in office until their successors are elected. Rule 27 provides that "each subsidiary body shall elect its own Vice-Chairman and Rapporteur". It is proposed that the subsidiary bodies be invited to elect their remaining officers.

4. Participation

(a) Notification and attendance

17. Rule 5 of the draft rules of procedure, being applied, provides that "the secretariat shall notify all Parties of the dates and venue of a session at least two months before the session is held." Formal notification of the eighth session of the COP will be communicated in due course to all Parties through their national focal points, diplomatic missions in Germany, permanent missions in Geneva and other diplomatic channels. The notification will advise that the representatives of Parties be provided by their Governments with full powers to participate in the session, including the possibility to vote and serve as officers of the eighth session and of any sessional bodies, and as officers of the subsidiary bodies and other bodies established under the Convention.

(b) Financial support for participation

18. As at previous sessions of the COP, and subject to the availability of funds, the secretariat hopes to extend funding to all eligible Parties. At the time of writing, the level of the Trust Fund for Participation in the UNFCCC Process has been depleted to the point where funding of normal participation, let alone any expansion thereof, is at risk. No funds are currently available for COP 8. It is to be hoped that contributions to the Trust Fund will be forthcoming in the next few months so that funding will be available for each eligible Party to attend COP 8.

III. ARRANGEMENTS FOR THE FIRST SESSION OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE KYOTO PROTOCOL

A. Anticipation of the entry into force of the Kyoto Protocol

19. Parties may recall that the Kyoto Protocol (hereinafter referred to as the Protocol) shall enter into force on the ninetieth day after the date on which not less than 55 Parties to the Convention, incorporating Parties included in Annex I which accounted in total for at least 55 per cent of the total carbon dioxide emissions for 1990 of the Parties included in Annex I, have deposited their instruments of ratification, acceptance, approval or accession with the Secretary-General of the United Nations. Any

instrument deposited by a regional economic integration organization shall not be counted as additional to those deposited by States members of the organization. (See Article¹ 25, paragraphs 1 and 4.)

20. As at 21 March 2002, 50 Parties have deposited instruments of ratification or accession with the Secretary-General of the United Nations. This includes two Annex I Parties accounting for 2.4 per cent of the Annex I emissions for 1990.

21. The Protocol also states that the first session of the Conference of the Parties serving as the meeting of the Parties (COP/MOP 1) shall be convened by the secretariat in conjunction with the first session of the COP that is scheduled after the date of the entry into force of the Protocol (see Article 13, paragraph 6). Based on information currently available to the secretariat, it is expected that COP/MOP 1 could be held in conjunction with COP 9. The secretariat is, in the meantime, making contingency preparations for convening the full session of COP/MOP 1 with COP 8. However, sufficient time will be required by the secretariat to prepare adequately for this first full session of the COP/MOP: to draft the provisional agenda, decisions for adoption and other documentation, make logistical arrangements, and notify Parties.

**B. Preparations for the first session of the Conference of the Parties
serving as the meeting of the Parties to the Protocol**

22. The Kyoto Protocol and the Marrakesh Accords provide for a considerable number of decisions to be adopted at COP/MOP 1. More substantive work is required on some issues, and these will be reflected in the agendas of the subsidiary bodies and the COP.

23. The Protocol states that the COP, the supreme body of the Convention, shall serve as the meeting of the Parties to the Protocol (COP/MOP) (see Article 13, paragraph 1). There are a number of procedural issues to be considered in the context of launching this new intergovernmental body. These issues are raised to clarify, in particular, the role of Parties to the Convention *vis-à-vis* the role of Parties to the Protocol. The central issue is the degree of integration in the working arrangements of the COP and the COP/MOP, while respecting their different composition and mandates. The procedural issues include how to deal with "common issues" of concern to the COP and the COP/MOP, the organization of the sessions of the COP and the COP/MOP and their respective subsidiary bodies, the election of officers of the COP and the COP/MOP, and their respective subsidiary bodies and, if required, the preparation of rules of procedure and financial procedures for the COP/MOP.

(a) Issues of common concern to the COP and the COP/MOP

24. There are a number of issues which are of common concern to the COP and the COP/MOP, as provided under the Convention and the Kyoto Protocol. These "common issues" include *inter alia*:

- (i) National greenhouse gas inventories and national communications under Article 12 of the Convention and Article 7 of the Kyoto Protocol;
- (ii) Review of greenhouse gas inventories and national communications under the Convention and the Kyoto Protocol in accordance with relevant decisions of the COP and COP/MOP;
- (iii) Policies and measures under Articles 4.2 and 7.2 of the Convention and Article 2 of the Kyoto Protocol;

¹ References to Articles in this document refer to Articles of the Kyoto Protocol unless otherwise stated.

- (iv) Capacity building under Article 4 of the Convention and Article 10 of the Kyoto Protocol;
- (v) Financial mechanism under Article 11 of the Convention and Article 11 of the Kyoto Protocol.

25. One possible option for addressing these "common issues" is to include the items on both the agendas of the COP and the COP/MOP, with reporting requirements for each body on its work. Another option is to include the items on the agenda of only one body, with a reporting requirement to the other body. In considering how to address these "common issues", the sequencing of the sessions of the COP and COP/MOP should also be taken into account (see paragraph 27 below).

26. The SBI may wish to recommend to the COP and the COP/MOP options for addressing the "common issues" under the Convention and the Protocol.

(a) Organization of the sessions of the COP and the COP/MOP, and their respective subsidiary bodies

27. The Protocol states that sessions of the COP/MOP shall be convened in conjunction with sessions of the COP, unless otherwise decided by the COP/MOP (see Article 13, paragraph 6). This raises questions about the sequence and duration of sessions of each body, assuming they would also be held in conjunction with the sessions of the subsidiary bodies. Among the options to be considered in sequencing the sessions of each body are:

- (i) Consolidated meeting of the COP and the COP/MOP, with a common agenda;
- (ii) Sequential meetings (COP followed by the COP/MOP, or vice versa);
- (iii) Parallel meetings of the COP and the COP/MOP (as is the current practice during the sessional period of the COP and the subsidiary bodies).

28. Participation in the COP/MOP by observer States should also be taken into account in the organization of the sessions. Parties to the Convention that are not Parties to the Protocol may participate as observers in the proceedings of the COP/MOP. However, decisions by the COP/MOP shall only be taken by Parties to the Protocol (see Article 13, paragraph 2).

29. The Protocol also provides that sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation of the Protocol shall be held in conjunction with the sessions of, respectively, the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation of the Convention (see Article 15, paragraph 1, of the Kyoto Protocol). Does this imply that separate sessions of the subsidiary bodies of the Convention and Protocol are envisaged? If so, the options outlined in paragraph 27 above could also be considered in sequencing the sessions of the subsidiary bodies.

30. The sequence of the sessions of the COP and the COP/MOP may also affect the pattern of meetings of Convention bodies as discussed in paragraphs 38 to 42 below.

31. The SBI may wish to recommend to the COP and the COP/MOP options for organizing the sessions of the COP and COP/MOP, and their respective subsidiary bodies.

(b) Officers of the COP and the COP/MOP, and their respective subsidiary bodies

32. The Protocol provides that when the Conference of the Parties serves as the meeting of the Parties to the Protocol, any member of the Bureau of the COP representing a Party to the Convention but,

at that time, not a Party to the Protocol, shall be replaced by an additional member to be elected by and from amongst the Parties to the Protocol (see Article 13, paragraph 3). It also provides that when the subsidiary bodies established by Articles 9 and 10 of the Convention exercise their functions with regard to matters concerning the Protocol, any member of the Bureaux of those subsidiary bodies representing a Party to the Convention but, at that time, not a party to the Protocol, shall be replaced by an additional member to be elected by and from amongst the Parties to the Protocol (see Article 15, paragraph 3).

33. The SBI may wish to recommend to the COP and the COP/MOP procedures for electing the replacement officers of the Bureaux of the COP/MOP and the subsidiary bodies of the Protocol.

(c) Rules of procedure for the COP/MOP

34. The Protocol provides that the rules of procedure of the COP applied under the Convention shall be applied *mutatis mutandis* under the Protocol, except as may be otherwise decided by consensus by the COP/MOP (see Article 13, paragraph 5).

35. The draft rules of procedure of the COP are yet to be adopted, but have been applied by the Conference, with the exception of rule 42. The COP/MOP may wish to apply the draft rules of procedure of the COP, or to adopt separate rules of procedure to address issues such as replacing officers of the Bureaux of the COP/MOP and the subsidiary bodies, and decision-making. The SBI is invited to consider these issues and to make a recommendation to the COP and the COP/MOP.

(d) Financial procedures for the COP/MOP

36. The Protocol provides that the secretariat established by the Convention shall serve as the secretariat of the Protocol, and the arrangements made for the functioning of the secretariat shall apply *mutatis mutandis* to the Protocol (see Article 14). It also states that the financial procedures applied under the Convention shall be applied *mutatis mutandis* under this Protocol, except as may be otherwise decided by consensus by the COP/MOP (see Article 13, paragraph 5).

37. In decision 15/CP.1, the COP adopted financial procedures for itself, its subsidiary bodies and the secretariat. The COP/MOP may wish to apply the financial procedures of the COP, or to adopt separate financial procedures. The SBI is invited to consider these issues and to make a recommendation to the COP and the COP/MOP.

IV. PROGRAMME FOR FUTURE SESSIONS

38. At the meeting of the Bureau of the COP held on 17 January 2002, some members raised concerns about the way the Convention process is organized. Concerns were raised in particular about:

- (i) The pattern of meetings of Convention bodies (such as the frequency and duration of sessions);
- (ii) The large number of requests for workshops;
- (iii) Funding for these workshops; and
- (iv) The impact of the organization of the Convention process on the work of Parties and the secretariat.

Reference was also made to concerns expressed by one delegation about the negotiating process (see FCCC/CP/2001/MISC.9). The Bureau called for a review of the format, efficiency and structure of

the work of the COP and the subsidiary bodies in the light of available resources. The President invited the secretariat to prepare a paper on the issues raised for consideration at the sixteenth session of the SBI.

(a) Pattern of meetings

39. The calendar of meetings, adopted by the COP at each session, is used by the secretariat in making advance bookings for venues and organizing logistical arrangements for future sessions. Each calendar year includes two sessional periods, each sessional period consisting of two weeks (see annex III below for the sessional period 2003-2007). The practice hitherto has been to convene the sessions of the subsidiary bodies in the first sessional period, and sessions of the subsidiary bodies in parallel with the sessions of the COP in the second sessional period.

40. Questions have been raised about whether to continue the current practice of simultaneous sessions of the COP and the subsidiary bodies. The SBI may wish to re-examine this practice, taking into account available resources, possible increases in the efficiency of the process, and the time required by delegations and the secretariat to organize and prepare for each session.

41. Among the issues to be considered are whether to separate the sessions of the COP and sessions of the subsidiary bodies, whether sessions of the subsidiary bodies could be reduced to one week, and, if so, how many sessions of the subsidiary bodies should be held before the COP, and whether sessions of the COP should be held biennially.

42. Any change in the pattern of meetings would need time for its efficient implementation. Moreover, such a decision would need to address the implications for the core budget, the Trust Fund for Participation in the UNFCCC Process, the agendas of the sessions, the documentation cycle, and intersessional workshops, meetings and consultations.

43. The SBI is invited to consider these issues and to make recommendations to the COP which could result in improving the pattern of meetings of the Convention process.

(b) Intersessional workshops

44. Intersessional workshops have become an important contribution to the UNFCCC process. They are organized pursuant to decisions by the COP and the subsidiary bodies and are important vehicles for obtaining informal advice and input from experts to assist the work of the secretariat and the development of proposals for Convention bodies. Workshops also serve as an opportunity for the exchange of information among Parties, and help to build consensus on possible courses of action outside the more politically charged environment of a formal session.

45. Parties have, however, expressed concern at the proliferation of requests for workshops.² Problems have also arisen in securing funds for the large number of workshops proposed for the calendar year 2002, and in any move to give preference to particular workshops for funding. Due to the increasing requests for workshops and the lack of sufficient funding for their organization, the secretariat consulted with the Bureau on how to proceed and how to maintain a balanced package of workshops. Other options for convening the workshops were explored, such as meetings using the Internet and e-mail, and scheduling some workshops just before the start of the sixteenth sessions of the subsidiary bodies.

² The intersessional calendar is also increasingly marked by events of bodies of the Convention such as the executive board of the clean development mechanism, the expert group on technology transfer, the least developed countries expert group, the consultative group of experts on national communications from non-Annex I Parties. These meetings affect the scheduling of workshops and also require funding.

46. Workshops are held subject to the availability of funds. They are funded for the most part through the Trust Fund for supplementary activities and, in some cases, limited funds allocated from the Bonn Fund for workshops held in Bonn. Funding for participation is normally provided to participants from Parties that are developing countries or countries with economies in transition (EITs) based on the same criteria as are applied under the Trust Fund for Participation in the UNFCCC Process.

47. The Bureau emphasized that contributions for workshops should be distributed equitably to ensure that a balanced package of workshops are convened, reflecting the interest of all Parties. A common "workshop fund" has also been suggested. It was noted that the output of a number of workshops was linked to items on the agendas of the subsidiary bodies, and failure to obtain funding could affect the discussions within the subsidiary bodies.

48. In the light of the important role played by workshops, the increase in requests for workshops and the funding difficulties, the SBI may wish to consider and make a recommendation to the COP on options for improving and streamlining the requests for workshops, and ensuring adequate funding thereof, bearing in mind implications for the work of Parties and the secretariat.

V. BUDGET FOR CONFERENCE SERVICES

49. The COP, by its decision 6/CP.6 on the institutional linkage of the Convention secretariat to the United Nations, invited the United Nations General Assembly (UNGA) to decide at its fifty-sixth session on the issue of meeting the conference-servicing expenses of the Convention from its regular budget, taking into account the views expressed by member States.

50. In November and December 2001, the Second Committee of the UNGA considered the agenda item entitled "Protection of global climate for present and future generations of mankind". A document on the programme budget implications (A/C.2/56/L.50) was presented to the Second Committee for its consideration under this agenda item. This document stated that it is no longer possible to provide a full range of conference servicing to the UNFCCC COP and its subsidiary bodies during the biennium 2002-2003 from within the resources proposed under the General Assembly Affairs and Conference Services Programme Budget for 2002-2003. The document proposed a change in the financial arrangements whereby the United Nations "Secretariat, through the United Nations Office in Geneva, would continue making available to the Convention's intergovernmental bodies and its secretariat the full range of support services, as and when it may be required, provided that those services are extended on a reimbursable basis".

51. The Fifth Committee, which has responsibility for the consideration of finance and budgetary matters, was not presented with the document (A/C.2/56/L.50), nor had it considered this particular matter by the time it adjourned its meeting on 24 December 2001. The General Assembly, on the basis of the report of the Fifth Committee (A/56/737), adopted resolution A/RES/56/242 entitled "Pattern of conferences", which approved the draft biennial calendar for conferences and meetings of the United Nations for 2002-2003 (A/56/32), as submitted by the Committee on Conferences. The draft biennial calendar includes the meetings of the subsidiary bodies of the COP as well as the eighth and ninth sessions of the COP of the UNFCCC in the calendar for the biennium 2002-2003. The resolution also "authorized the Committee on Conferences to make any adjustments to the calendar of conferences and meetings for 2002-2003 that may become necessary as a result of actions and decisions taken by the General Assembly at its 56th session".

52. The United Nations Secretariat has advised the UNFCCC secretariat that the situation as regards financing of conference servicing for the UNFCCC is unclear, and that it intends to raise this matter at the Fifth Committee at the resumed session of the General Assembly. The Fifth Committee is expected

to consider the biennial calendar of meetings and conferences and the budgetary and financial implications at its meeting in May 2003, and is expected to clarify whether the conference-servicing expenses of the Convention for the biennium 2002-2003 are to be covered by the budget of the United Nations.

53. The Conference of the Parties, by its decision 38/CP.7, on the programme budget for the biennium 2002-2003, approved a contingency budget for conference services in the event that the UNGA decides that the UNFCCC should finance its own conference services. The implementation of this contingency budget would result in an increase of over seventeen per cent in the core budget contributions of Parties.

54. The Executive Secretary will provide an oral report on the latest developments concerning the conference services budget. In the light of the information provided, the SBI may wish to consider any financial implications of the General Assembly decision and to take any action it deems necessary.

VI. DATE AND VENUE OF THE NINTH SESSION OF THE CONFERENCE OF THE PARTIES

A. Date

55. Article 7, paragraph 4, of the Convention provides that ordinary sessions of the COP shall be held every year unless otherwise decided by the Conference of the Parties. Accordingly, COP 9 should take place in 2003, unless otherwise decided by the Parties. The calendar of meetings adopted at COP 7 includes a sessional period from 1 to 12 December 2003, and implies that COP 9 could be convened during that period.

B. Venue

56. Rule 3 of the draft rules of procedure, being applied, states that "sessions of the Conference of the Parties shall take place at the seat of the secretariat, unless the Conference of the Parties decides otherwise or other appropriate arrangements are made by the secretariat in consultation with the Parties".

57. Since the planning of sessions away from the secretariat's headquarters takes time for both the host Government and the secretariat, any potential host Governments of COP 9 are encouraged to come forward with an offer that could be considered by the SBI at its sixteenth session and by COP 8. Such offers should be made on the understanding that the host Government would cover the incremental costs of meeting away from Bonn. A decision on the venue of COP 9 must be adopted at COP 8.

Annex I

**EIGHTH SESSION OF THE CONFERENCE OF THE PARTIES:
POSSIBLE ELEMENTS OF A PROVISIONAL AGENDA**

1. Opening of the session:
 - (a) Statement by the President of the Conference at its seventh session;
 - (b) Election of the President of the Conference at its eighth session;
 - (c) Statement by the President;
 - (d) Addresses of welcome;
 - (e) Statement by the Executive Secretary.
2. Organizational matters:
 - (a) Status of ratification of the Convention and its Kyoto Protocol;
 - (b) Adoption of the rules of procedure;
 - (c) Adoption of the agenda;
 - (d) Election of officers other than the President;
 - (e) Admission of organizations as observers;
 - (f) Organization of work, including the sessions of the subsidiary bodies;
 - (g) Date and venue of the ninth session of the Conference of the Parties;
 - (h) Calendar of meetings of Convention bodies, 2003-2007;
 - (i) Adoption of the report on credentials.
3. Reports of the subsidiary bodies and decisions and conclusions arising therefrom:
 - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
 - (b) Report of the Subsidiary Body for Implementation.
4. Review of implementation of commitments and of other provisions of the Convention:
 - (a) Financial mechanism:
 - (i) Report of the Global Environment Facility;
 - (ii) Funding under the Convention;
 - (iii) Review of the financial mechanism;
 - (iv) Any other matters.
 - (b) National communications:
 - (i) National communications from Parties included in Annex I to the Convention;

- (ii) Greenhouse gas inventories from Parties included in Annex I to the Convention;
 - (iii) National communications from Parties not included in Annex I to the Convention.
 - (c) Capacity building;
 - (d) Development and transfer of technologies;
 - (e) Implementation of Article 4, paragraphs 8 and 9, of the Convention;
 - (f) Activities implemented jointly under the pilot phase;
 - (g) Other matters referred to the Conference of the Parties by the subsidiary bodies at their sixteenth and seventeenth sessions.
5. Follow-up to the World Summit on Sustainable Development.
6. Second review of the adequacy of Article 4, paragraph 2 (a) and (b), of the Convention.³
7. Request from a group of countries of Central Asia and the Caucasus, Albania and Moldova regarding their status under the Convention.
8. Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol:
- (a) Arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties;
 - (b) Matters relating to Article 2, paragraph 3, of the Kyoto Protocol;⁴
 - (c) Other matters referred to the Conference of the Parties by the subsidiary bodies at their sixteenth and seventeenth sessions.
9. Report of the executive board of the clean development mechanism.
10. Administrative and financial matters:
- (a) Audited financial statements for the biennium, 2000-2001;
 - (b) Income and budget performance in the biennium, 2002-2003;
 - (c) Implementation of the Headquarters Agreement;
 - (d) Procedure for the appointment of an Executive Secretary.⁵

³ Following the inability of the Conference of the Parties at its fifth session to reach any conclusion on this matter (FCCC/CP/1999/6, para. 18), and following rule 10 (c) and rule 16 of the draft rules of procedure being applied, an item entitled "Second review of the adequacy of Article 4.2 (a) and (b) of the Convention" was included in the provisional agenda for the sixth and seventh sessions. Attached to this item was a footnote reflecting a proposal made at the fifth session by the Group of 77 and China to amend this item to read "Review of the adequacy of implementation of Article 4, paragraph 2 (a) and (b) of the Convention". At its seventh session, the Conference of the Parties decided to include this item in the provisional agenda for its eighth session, accompanied by an appropriate explanatory footnote (see FCCC/CP/2001/13 paras. 29-30).

⁴ Included at the request of Saudi Arabia.

⁵ Included at the request of the Bureau.

11. Statements:
 - (a) Statements by ministers and other heads of delegation of Parties;
 - (b) Statements by Observer States;
 - (c) Statements by intergovernmental organizations;
 - (d) Statements by non-governmental organizations.
12. Other matters.
13. Conclusion of the session:
 - (a) Adoption of the report of the Conference on its eighth session;
 - (b) Closure of the session.

Annex II

**EIGHTH SESSION OF THE CONFERENCE OF THE PARTIES:
TENTATIVE OVERVIEW OF THE SESSIONAL PERIOD**

Monday 21 October	Tuesday 22 October	Wednesday 23 October	Thursday 24 October	Friday 25 October	Saturday 26 October
		Opening plenary of eighth session of the Conference of the Parties Opening of the seventeenth sessions of the subsidiary bodies			Seventeenth sessions of the subsidiary bodies
Monday 28 October	Tuesday 29 October	Wednesday 30 October	Thursday 31 October	Friday 1 November	Saturday 2 November
Seventeenth sessions of the subsidiary bodies COP 8 Plenary meeting		Opening of high-level segment	High-level segment continues	COP 8 concludes: Adoption of decisions and conclusions	

Annex III

CALENDAR OF MEETINGS FOR THE SESSIONAL PERIOD 2003-2007

The Conference of the Parties, at its seventh session, adopted the calendar of meetings of Convention bodies for the years 2002-2007 (see FCCC/CP/2001/13/Add.4, section V). The calendar of meetings of Convention bodies for the period 2003-2007 is as follows:

2003

- First sessional period: from 2 to 13 June 2003;
- Second sessional period: from 1 to 12 December 2003.

2004

- First sessional period: from 14 to 25 June 2004;
- Second sessional period: from 29 November to 10 December 2004.

2005

- First sessional period: from 16 May to 27 May 2005;
- Second sessional period: from 7 to 18 November 2005.

2006

- First sessional period: from 15 May to 26 May 2006;
- Second sessional period: from 6 to 17 November 2006.

2007

- First sessional period: from 7 May to 18 May 2007;
- Second sessional period: from 5 November to 16 November 2007.



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Bonn, 10 - 14 June 2002
Item 7 of the provisional agenda

MATTERS RELATING TO THE LEAST DEVELOPED COUNTRIES

Meeting of the Least Developed Countries Expert Group

Note by the secretariat

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I. MANDATE

1. The Conference of the Parties at its seventh session, by its decision 29/CP.7, established the Least Developed Countries Expert Group (LEG) to advise on the preparation and implementation strategy for national adaptation programmes of action (NAPAs), and in the same decision adopted the terms of reference of the LEG. According to these terms of reference, the LEG is to convene twice each year and is to propose a programme of work for the remainder of its term for consideration by the Subsidiary Body for Implementation at its sixteenth session (SBI 16).

2. The Government of Tanzania hosted the first meeting of the LEG, at Arusha, in the period from 26 to 28 February 2002. Financial support for the organization of the meeting was provided by the Governments of Canada and the Netherlands.

II. SCOPE

3. This document summarizes the discussions that took place at the above-mentioned meeting. Discussions on procedural issues relating to the functions of the LEG are included in section III and discussions on the development of the LEG programme of work are covered in section IV below. The programme of work, as adopted by the group, is included in annex I to this document for consideration by SBI 16 pursuant to paragraph 8 of the terms of reference of the LEG.

4. The composition of the LEG is included in annex II, and the agenda of the meeting is included in annex III to this document.

III. PROCEDURAL MATTERS

A. Election of LEG officers

5. Pursuant to paragraph 5 of the terms of reference of the LEG, the LEG is to elect annually a chairperson, a vice-chairperson and two rapporteurs from amongst its least developed country (LDC) members. The group elected the following officers:

- (a) Mr. Bubu Jallow (Gambia) for the position of Chairman;
- (b) Mr. Mizanur R. Khan (Bangladesh) for the position of Vice-Chairman;
- (c) Ms. Isabelle Niang Diop (Senegal) for the position of Rapporteur;
- (d) Mr. Mohamed Ali (Maldives) for the position of Rapporteur.

6. The group discussed the functions of each of the officers and agreed that the functions of the LEG Chairman would include the following:

- (a) Facilitating LEG meetings and ensuring that members fulfil their commitments within the specified time frames;
- (b) Representing the LEG in the intergovernmental processes related to climate change;
- (c) Outreach activities;
- (d) Delegating tasks to LEG members.

7. The group agreed that the functions of the LEG Vice-Chairman would be as follows:
 - (a) Representing the Chairman in his absence;
 - (b) Conducting fundraising activities on behalf of the Chairman.
8. The group agreed that the functions of the francophone Rapporteur would be as follows:
 - (a) Liaising with francophone LDC Parties;
 - (b) Accessing relevant French literature for use by the LEG;
 - (c) Record-keeping at meetings.
9. The group agreed that the functions of the anglophone Rapporteur would be as follows:
 - (a) Liaising with anglophone LDC Parties;
 - (b) Record-keeping at meetings.

B. Provision of guidance and advice on NAPAs

10. The group noted that the terms of reference outlined a number of duties for the LEG in support of NAPA preparation, some of which were to be carried out at the request of LDC Parties and others on the LEG's own initiative.
11. In order to maximize the effectiveness of the support provided by the LEG to the NAPA process, the group emphasized the need for direct communication with LDC Parties through the rapporteurs as appropriate.
12. Discussions on a sample NAPA project proposal supplied to the secretariat by Djibouti proved to be extremely useful in identifying the type of questions of interpretation that might arise in the process of preparation of NAPAs by LDC Parties.
13. The group also noted that much of its mandated work would be conducted intersessionally and, to this end, substantial use of information technology would be needed both for interaction between LEG members as well as for interaction with LDC Parties. In this regard the UNFCCC secretariat will undertake any arrangements needed to facilitate such communications.

C. Engagement of LEG members in NAPA-related work

14. Consistent with paragraph 4 of the LEG terms of reference, the group agreed that its members would not accept any paid assignments relating to the preparation of NAPAs for the duration of their tenure, whether in the form of consultancies or otherwise.

D. Link with the Consultative Group of Experts on National Communications from non-Annex I Parties (CGE)

15. Discussions on this issue reaffirmed the importance of the link between the LEG and the CGE on issues relating to adaptation, as well as the importance of maintaining an exchange of views between the two bodies. It was emphasized that the two LEG members who are also members of the CGE should encourage the flow of relevant information between the two bodies and ensure that documents arising from each group's work are disseminated at meetings of the other group.

16. The terms of reference of the LEG state that the secretariat will organize one LEG meeting in 2002 back-to-back with a CGE meeting, as appropriate and if possible. However, the group realized that given that the CGE meeting to be held later this year will take place immediately before the eighth session of the Conference of the Parties in New Delhi, it may be difficult for some LEG members to stay there for such a prolonged period of time; therefore, it may be sufficient to ensure an exchange of views between the two groups through the common members, in accordance with paragraph 15 above.

E. Use of additional expertise

17. The group discussed the modalities for use of additional expertise as deemed necessary in accordance with paragraph 2 of the terms of reference of the LEG. It was agreed that any proposals for inviting additional experts to LEG meetings would need to be approved by the Chairman of the LEG in consultation with its members. Additional expertise would need to be used judiciously, with clear terms of reference and on an ad-hoc basis.

F. Financial resources

18. Consistent with paragraph A. 7 above on the role of the Vice-Chairman, the LEG agreed that one of its goals should be to encourage contributions in support of the LDC Fund. Attempts should also be made to secure any additional financial resources which may be needed for the effective implementation of the activities of the LEG.

IV. PROGRAMME OF WORK

A. Activities and time frames

19. The group discussed its mandated responsibilities, as included in paragraph 9 of the LEG terms of reference, and agreed on time frames for their implementation. In addition, the group also identified a number of additional activities, described under paragraphs 20 to 27 below, which would be performed in support of fulfilling its mandates. Both clusters of activities were integrated into a programme of work which also includes their time frames up till the ninth session of the Conference of the Parties (COP 9). The group adopted the programme of work, as set out in annex I to this document, for consideration by SBI 16.

B. Outreach

20. The need to undertake outreach activities was underlined, whereby LEG members participating in multilateral events relevant to issues being addressed by the LEG, including in the context of other multilateral environmental agreements, would strive to inform such meetings about LDC priorities in the context of climate change and NAPAs.

21. In this regard, the group also highlighted the importance of the participation of the LEG Chairman at upcoming meetings relating to the World Summit on Sustainable Development, the African Ministerial Conference on the Environment and the Council of the Global Environment Facility (GEF), to the extent possible, with the objective of enhancing awareness of the specific needs and special situations of the least developed countries, particularly in the context of their urgent and immediate needs relating to adaptation to the adverse effects of climate change.

22. The group further underlined the need to maintain close contact with agencies engaged in adaptation-related activities, in particular with those which may have a potential role in the development of NAPAs, such as GEF, the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP), in order to ensure consistency, complementarity and coherence of activities in support of LDC NAPAs, and requested the secretariat to make relevant arrangements in this

regard. In this context the LEG also noted the need to be informed of NAPA proposals for funding presented by LDC Parties to the GEF.

C. Information package

23. In anticipation of the need to provide guidance and advice to LDC Parties, upon request, on the preparation and implementation strategy of NAPAs, the group agreed to develop background documentation on NAPAs, both for LDC Parties interested in preparing NAPAs, as well as for external entities that may be directly or indirectly involved in the NAPA process. This includes the preparation of annotated NAPA guidelines and a background text on the concept of NAPAs.

24. It was also agreed that the annotated guidelines should be disseminated to LDC Parties through a workshop (or regional workshops) which would involve the main stakeholders involved in the NAPA process in these countries.

25. In support of the effective dissemination of relevant information to LDC Parties, the UNFCCC secretariat was requested to develop a web page for LDCs, which would include relevant information on NAPAs, as well as links to external sites providing data and information that would be useful in the preparation of NAPAs.

D. Simulated NAPAs

26. The group agreed to develop two simulated NAPAs, one for a land-locked LDC and another for a coastal LDC, which would help the LEG to acquire first-hand experience in the use of the NAPA guidelines and to identify any problems with their interpretation. This would enable the LEG to provide more effective advice, as needed, as well as to formulate proposals for the review and, if necessary, revision of the guidelines at COP 8.

E. Progress on the preparation of selected NAPAs

27. The group agreed to monitor progress on NAPA preparation in the first few countries to initiate work on NAPAs, so as to further identify problems relating to the implementation of the NAPA guidelines, as well as to discern best practices in the initial phase of the NAPA preparation process.

Annex I

Programme of work of the Least Developed Countries Expert Group

Activity	Time frame
Providing advice on the preparation and implementation strategy of NAPAs, including the identification of data sources, upon request	Ongoing
Facilitating information exchange	Ongoing
Developing recommendations on the promotion of regional synergies	Ongoing
Developing recommendations on the promotion of synergies with other multilateral environmental agreements (MEAs)	Ongoing
Developing recommendations on mainstreaming NAPAs into regular development planning in the context of national strategies for sustainable development	Ongoing
Outreach activities	Ongoing
Completing first draft of annotated NAPA guidelines	By end of March 2002
Identifying sources of information to support NAPA preparation, and providing this information to the secretariat for inclusion in the secretariat's upcoming LDC web page	By end of May 2002
Preparing supporting literature on NAPAs for dissemination	By end of May 2002
Producing two case studies of simulated NAPAs, in preparation for the provision, by the LEG, of technical guidance and advice to LDC Parties upon request	By end of May 2002
Organizing a LEG meeting to discuss case studies and finalize annotated NAPA guidelines, in support of advising on mainstreaming NAPAs into regular development planning and in promoting synergies, to be disseminated to LDC Parties	June 2002
Providing input to the review, or revision, of the NAPA guidelines at COP 8	By end of July 2002
Following progress on preparation of the first NAPAs to be developed, in support of facilitating the exchange of information to disseminate best practices in NAPA development	By end of September 2002
Providing recommendations on capacity building needs for NAPA preparation, taking into account the Capacity Development Initiative of the GEF and other relevant capacity building initiatives, as appropriate	By end of September 2002
Providing recommendations on capacity building needs for NAPA implementation, taking into account the Capacity Development Initiative of the GEF and other relevant capacity building initiatives, as appropriate	By end of September 2003
Organizing a workshop, with the participation of LDC stakeholders, to exchange views on the process of preparation of NAPAs	To be decided

Annex II

Composition of the Least Developed Countries Expert Group

The members of the Least Developed Countries Expert Group, as at 26 February 2002, were as follows:

Mr. Mohamed ALI	(Maldives)
Mr. Lubinda AONGOLA	(Zambia)
Mr. Philip BAKER	(Canada)
Mr. Henk BOSCH*	(Netherlands)
Mr. Paul DESANKER	(Malawi)
Mr. Tim FOY	(United Kingdom)
Mr. Bubu JALLOW	(Gambia)
Mr. Mizanur R. KHAN	(Bangladesh)
Mr. Johnson NAVITI†	(Vanuatu)
Ms. Isabelle NIANG DIOP*	(Senegal)
Mr. Abebe TADEGE	(Ethiopia)
Ms. Dechen TSERING	(Bhutan)

* Also a member of the CGE.

† Replaced by Mr. Laavasa Malua (Samoa) on 20 March 2002.

Annex III

Agenda of the meeting

First meeting of the Least Developed Countries Expert Group

**Mt. Meru Hotel; Arusha, Tanzania
26-28 February 2002**

Day 1; 26 February 2002

- Registration

Session 1:

- Introduction and opening of the meeting
- Mama Konaté, Chairman of the group of LDCs in the climate change process
- Janos Pasztor, Coordinator, Sustainable Development programme, UNFCCC secretariat
- Adoption of the agenda
- Introduction of participants

Session 2:

- Election of officers and discussion on their functions

Session 3:

- Background on NAPAs and the role of the LDC Expert Group (Youssef Nassef, UNFCCC secretariat)
- Follow-up discussion

Session 4:

- Case study: NAPA proposal by Djibouti

Day 2; 27 February 2002

Session 1:

- Procedural issues related to the functioning of the LEG

Session 2:

- Discussion on elements of the LEG work programme for 2002-2003

Day 3; 28 February 2002

Session 1:

- Discussion on workshop outcomes and on follow-up action
- Plans for intersessional work

Session 2

- Conclusions



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SUBSIDIARY BODY FOR IMPLEMENTATION

**REPORT OF THE SUBSIDIARY BODY FOR IMPLEMENTATION
ON ITS SIXTEENTH SESSION, HELD AT BONN,
FROM 10 TO 14 JUNE 2002**

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I. OPENING OF THE SESSION

(Agenda item 1)

1. The sixteenth session of the Subsidiary Body for Implementation (SBI) was held at the Maritim Hotel, Bonn, from 10 to 14 June 2002.
2. The Chair of the SBI, Mr. Raúl Estrada-Oyuela (Argentina), opened the session on 10 June 2002 and welcomed all Parties and observers to the session. He noted that, to date, a total of 186 Parties had ratified or acceded to the Convention and 74 Parties had ratified or acceded to the Kyoto Protocol. He welcomed the new members of the SBI Bureau: Ms. Daniela Stoytcheva (Bulgaria), Vice-Chair, and Ms. Emily Ojoo-Massawa (Kenya), Rapporteur. In his opening statement, the Chair emphasized that the SBI was entering a new working period after the Marrakesh meetings and that it would be appropriate for the SBI to focus on the implementation of the United Nations Framework Convention on Climate Change. Particularly relevant topics in that respect were the consideration of national communications from Parties and the review of the financial mechanism.
3. The Chair welcomed the new Executive Secretary of the UNFCCC secretariat, Ms. Joke Waller-Hunter, and invited her to address the SBI. In her opening statement, the Executive Secretary indicated that she shared the Chair's view that a major focus for the work of the Convention bodies in the coming period would be on implementation. The Subsidiary Body for Implementation therefore had a major role to play. The Executive Secretary stated her commitment to work in an open, transparent and accessible manner and to provide Parties with the best possible secretarial support. She thanked the German Ministry for the Environment and the City of Bonn for their excellent support in the organization of the current session.

II. ORGANIZATIONAL MATTERS

(Agenda item 2)

A. Adoption of the agenda

(Agenda item 2 (a))

4. The SBI considered this sub-item at its 1st, 5th and 6th meetings, on 10, 12 and 14 June, respectively. It had before it a note by the Executive Secretary containing the provisional agenda and annotations (FCCC/SBI/2002/1) and the supplementary provisional agenda (FCCC/SBI/2002/1/Add.1). Statements were made by the representatives of 11 Parties, including one speaking on behalf of the Group of 77 and China and one on behalf of the European Community and its member States.
5. At its 6th meeting, the SBI agreed to add an item entitled "Effective participation in the Convention process" to the agenda of its seventeenth session. At the same meeting, the representatives of two Parties requested that Parties be provided with an opportunity to submit views on this item for compilation in a miscellaneous document, for consideration by the SBI at its seventeenth session.
6. At the same meeting, the SBI adopted the following agenda:
 1. Opening of the session.
 2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session.

3. National communications from Parties included in Annex I to the Convention:
 - (a) Consideration of the reviews of national communications from Parties included in Annex I to the Convention;
 - (b) Status report on the review of third national communications.
4. National communications from Parties not included in Annex I to the Convention:
 - (a) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention;
 - (b) Report of the workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention;
 - (c) Provision of financial and technical support.
5. Review of the financial mechanism.
6. Implementation of Article 4, paragraphs 8 and 9, of the Convention: progress on the implementation of activities under decision 5/CP.7.
7. Matters relating to the least developed countries: report of the Least Developed Countries Expert Group.
8. Capacity-building.
9. Request from a group of countries of Central Asia and the Caucasus, Albania and the Republic of Moldova regarding their status under the Convention.
10. Preparations for the World Summit on Sustainable Development.
11. Arrangements for intergovernmental meetings:
 - (a) Eighth session of the Conference of the Parties;
 - (b) Arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
 - (c) Programme for future sessions;
 - (d) Budget for conference services;
 - (e) Ninth session of the Conference of the Parties.
12. Administrative and financial matters:
 - (a) Interim financial performance for the biennium 2002-2003: status of contributions as at 31 May 2002;
 - (b) Possible options for responding to late payment of contributions;
 - (c) Implementation of the Headquarters Agreement.

13. Other matters:
 - (a) Proposal by Croatia on land use, land-use change and forestry;
 - (b) Matters referred to the Subsidiary Body for Implementation by the Subsidiary Body for Scientific and Technological Advice.
14. Report on the session.

B. Organization of the work of the session

(Agenda item 2 (b))

7. The SBI considered this sub-item at its 1st meeting, on 10 June, at which the Chair drew attention to the tentative schedule contained in document FCCC/SBI/2002/1, annex II, noting that it should be used as a guide and might be modified as necessary. At the same meeting, the secretariat informed the SBI that applications for provisional accreditation to the sessions of subsidiary bodies had been received from one intergovernmental organization and 11 non-governmental organizations.

III. NATIONAL COMMUNICATIONS FROM PARTIES INCLUDED IN ANNEX I TO THE CONVENTION

(Agenda item 3)

A. Consideration of the reviews of national communications from Parties included in Annex I to the Convention

(Agenda item 3 (a))

1. Proceedings

8. The SBI considered this sub-item at its 1st and 6th meetings, on 10 and 14 June, respectively. It had before it document FCCC/SBI/2002/3. At the 1st meeting, the secretariat made a presentation based on the above-mentioned document. Statements were made by the representatives of 16 Parties, including one speaking on behalf of the Group of 77 and China, one on behalf of the European Community and its member States, and one on behalf of the Central Group 11.

2. Conclusions

9. Conclusions on this sub-item are contained in paragraph 11 below.

B. Status report on the review of third national communications

(Agenda item 3 (b))

1. Proceedings

10. The SBI considered this sub-item at its 1st and 6th meetings, on 10 and 14 June, respectively. It had before it document FCCC/SBI/2002/INF.4. A statement was made by the representative of one Party.

2. Conclusions

11. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI took note of document FCCC/SBI/2002/3. The SBI also took note of suggestions relating to the further improvement of the review process, contained in document

FCCC/SBI/2002/3. The SBI acknowledged the proven utility of the current review process and concluded that any improvement to this process would require further consideration taking into account, inter alia, financial and budgetary implications. The SBI agreed to consider this issue, including the periodicity of the consideration of matters related to national communications from Parties included in Annex I to the Convention (Annex I Parties), at its next session;

(b) With regard to the division of work between the SBI and the Subsidiary Body for Scientific and Technological Advice (SBSTA), the SBI concluded that it should continue to consider the information contained in national communications and annual inventory submissions by Annex I Parties, and recommended that the SBSTA should continue its work on methodological and technical aspects of this information;

(c) The SBI expressed concern about the delays incurred by Annex I Parties in submitting national communications to the secretariat and urged those Parties that had not yet submitted their national communications, due by 30 November 2001, and annual inventory submissions, due by 15 April 2002, to do so as soon as possible. The SBI agreed to consider at its next session what action could be taken to facilitate the timely submission of national communications and requested the secretariat to prepare proposals to facilitate its discussions;

(d) The SBI noted that, owing to delays in the submission of national communications, the compilation and synthesis report would be prepared by the secretariat for the eighteenth session of the SBI;

(e) The SBI welcomed the in-session presentation of the main results of the analysis of inventory data, and requested the secretariat to continue this practice where appropriate;

(f) The SBI requested the secretariat to compile the complete set of greenhouse gas inventory data for the period 1990-2000 and to make it accessible and searchable via the UNFCCC web site, in keeping with SBSTA conclusions on this subject.

IV. NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO THE CONVENTION

(Agenda item 4)

A. Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

(Agenda item 4 (a))

1. Proceedings

12. The SBI considered this sub-item at its 1st, 3rd and 6th meetings on 10, 11 and 14 June, respectively. It had before it documents FCCC/SBI/2002/2 and FCCC/SBI/2002/INF.3. At the 1st meeting, the Chair of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), Ms. Isabelle Niang-Diop (Senegal), made an oral report on the fifth meeting of the CGE. Statements were made by the representatives of five Parties, including one speaking on behalf of the European Community and its member States and one on behalf of the African Group.

2. Conclusions

13. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

- (a) The SBI took note of the information contained in the reports of the fourth meeting of the CGE (FCCC/SBI/2002/2) and of the workshop held by that Group (FCCC/SBI/2002/INF.3);
- (b) The SBI also took note of the oral report by the Chair of the CGE on the activities undertaken by the Group since its previous report submitted to the SBI (FCCC/SBI/2001/15) and on its views on possible future activities to improve the preparation of national communications, such as technical assessment of national communications on a voluntary basis, organization of workshops on specific topics, monitoring of capacity-building programmes as they relate to the preparation of national communications, and strengthening of coordination between the national communication process and reporting activities under other environmental agreements;
- (c) The SBI expressed its gratitude to the CGE for its reports and for its significant contribution to improving the process of preparation of national communications from Parties not included in Annex I to the Convention. The SBI commended the secretariat for the significant support it had provided to the CGE in the discharge of its mandate;
- (d) The SBI noted the views expressed by some Parties supporting the continuation of the CGE with a revised mandate, and recalled that the mandate and terms of reference of the CGE would be reviewed by the Conference of the Parties (COP) at its eighth session, in accordance with decision 31/CP.7, taking into account the review of the guidelines for national communication from Parties not included in Annex I to the Convention, in accordance with decision 32/CP.7;
- (e) The SBI invited Parties to submit, by 15 July 2002, their views on the review of the mandate and terms of reference of the CGE. In addition, the SBI requested the secretariat to compile these submissions as a miscellaneous document, for consideration by the SBI at its seventeenth session, with the aim of recommending a decision on this matter for adoption by the Conference of the Parties at its eighth session.

B. Report of the workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention

(Agenda item 4 (b))

1. Proceedings

14. The SBI considered this sub-item at its 3rd and 6th meetings, on 11 and 14 June, respectively. It had before it document FCCC/SBI/2002/INF.2. At the 3rd meeting, the Chair invited the representative of the Global Environment Facility (GEF) to make a statement. Statements were made by the representatives of 15 Parties, including one speaking on behalf of the Group of 77 and China, one on behalf of the European Community and its member States, and one on behalf of the African Group.

15. At its 3rd meeting, the SBI agreed to consider this sub-item by way of a contact group chaired by Mr. José Romero (Switzerland).

2. Conclusions

16. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI took note of the report of the workshop on the revision of the guidelines for the preparation of national communications from non-Annex I Parties, as contained in document FCCC/SBI/2002/INF.2. The SBI also took note of the SBI Chairman's text for the improvement of the existing guidelines¹ for the preparation of national communications from non-Annex I Parties (FCCC/SBI/2002/INF.2, annex I);

(b) The SBI took note of the views expressed by Parties on the SBI Chairman's text for the proposed improved guidelines. The SBI noted that not all developing and developed country Parties were able to attend the workshop where the SBI Chairman's text was discussed, and some Parties expressed the need to further consider this text;

(c) The SBI recalled decision 32/CP.7 and the date of 5 August 2002 that had been fixed for the submission of views from Parties on the proposed improved guidelines, with a view to improving them at COP 8;

(d) The SBI reiterated that, pursuant to Article 4, paragraph 3, of the Convention, developed country Parties and other developed Parties included in Annex II shall provide new and additional financial resources to meet the agreed full costs incurred by developing country Parties in accordance with Article 12, paragraph 1, and taking into account Article 4, paragraph 7, of the Convention;

(e) The SBI took note that adequate funding for second national communications on the basis of the revised guidelines should be provided in accordance with Article 4, paragraph 3, and taking into account Article 4, paragraph 7, of the Convention, and noted the views expressed by some Parties on the need for the Conference of the Parties to provide guidance to the operating entity of the financial mechanism, with a view to providing adequate financial support in a timely manner to non-Annex I Parties for the preparation of national communications;

(f) The SBI noted the views expressed by some Parties on the need to further consider the time frame for the submission of second national communications by non-Annex I Parties;

(g) The SBI commended the CGE for the excellent work it had done in providing input to the proposals for the improvement of the guidelines for the preparation of national communications from non-Annex I Parties;

(h) The SBI requested the secretariat to facilitate consideration of the SBI Chairman's text for the proposed improved guidelines by inviting representatives of the GEF to provide, at the seventeenth session of the SBI, their views on funding of the activities outlined in the SBI Chairman's text. The SBI also requested the secretariat to organize, at the same session, a question-and-answer special side event on the issues mentioned above to enable Parties to have a substantive dialogue with the GEF representatives.

¹ The existing guidelines for the preparation of national communications from non-Annex I Parties are contained in decision 10/CP.2, annex.

C. Provision of financial and technical support

(Agenda item 4 (c))

1. Proceedings

17. The SBI considered this sub-item at its 3rd and 6th meetings, on 11 and 14 June, respectively. It had before it document FCCC/SBI/2002/INF.1 and web-only texts FCCC/WEB/2002/1 and FCCC/WEB/2002/2. Statements were made by the representatives of six Parties, including one speaking on behalf of the European Community and its member States.

18. Some Parties reported on problems encountered with the funding of their initial national communication, and with the approval process for funding of their second national communication and the implementation of decisions 11/CP.2, 8/CP.5 and 32/CP.7 by the GEF.

19. Some Parties requested clarification regarding the definition, implementation and management of project procedures established recently by one of the implementing agencies of the GEF.

2. Conclusions

20. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI took note of the progress made by non-Annex I Parties in the preparation of their national communications (FCCC/WEB/2002/2) and of the list of projects submitted by non-Annex I Parties for funding in accordance with Article 12, paragraph 4, of the Convention (FCCC/WEB/2002/1), and recommended that these projects be brought to the attention of the GEF and, as appropriate, other bilateral and multilateral financing institutions, through the established channels;

(b) The SBI noted the information provided by the operating entity of the financial mechanism, the GEF, on details of its financial support, namely, the dates of disbursement of funds for enabling activity projects for the preparation of initial national communications by non-Annex I Parties (FCCC/SBI/2002/INF.1).

V. REVIEW OF THE FINANCIAL MECHANISM

(Agenda item 5)

1. Proceedings

21. The SBI considered this item at its 2nd and 6th meetings, on 10 and 14 June, respectively. Statements were made by the representatives of 11 Parties, including one speaking on behalf of the Group of 77 and China and one on behalf of the European Community and its member States.

22. At its 2nd meeting, the SBI agreed to consider this item by way of a "Friends of the Chair" group chaired by Mr. Rawlestone Moore (Barbados).

2. Conclusions

23. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI noted the instrumental role being played by the operating entity of the financial mechanism in the effective implementation of the Convention. It also noted that, pursuant to Article 11, paragraph 4, of the Convention, the Conference of the Parties at its fourth session had adopted decision 3/CP.4, entitled "Review of the financial mechanism", according to which the second review of the effectiveness of the financial mechanism was to be carried out by 2002;

(b) The SBI noted that the review of the financial mechanism was to be conducted on the basis of the guidelines contained in the annex to decision 3/CP.4, which specifies the objectives, methodology and criteria to be used in assessing the effectiveness of the financial mechanism;

(c) The SBI also noted the need to initiate the process of reviewing the financial mechanism at its sixteenth session in order that the Conference of the Parties might adopt a decision at its eighth session;

(d) The SBI invited Parties and intergovernmental and non-governmental organizations to provide, by 8 July 2002, information on their experience regarding the effectiveness of the financial mechanism, in accordance with the criteria set out in the guidelines contained in the annex to decision 3/CP.4;

(e) In order to perform the review, the SBI requested the secretariat to prepare a synthesis report on the financial mechanism for consideration at its seventeenth session, on the basis of submissions received, the Second Overall Performance Study of the GEF, published in January 2002, and other GEF documents, including GEF Council documents relevant to the assessment of the effectiveness of the financial mechanism.

**VI. IMPLEMENTATION OF ARTICLE 4, PARAGRAPHS 8 AND 9, OF THE CONVENTION:
PROGRESS ON THE IMPLEMENTATION OF ACTIVITIES UNDER DECISION 5/CP.7**
(Agenda item 6)

1. Proceedings

24. The SBI considered this item at its 3rd and 6th meetings, on 11 and 14 June, respectively. At the 3rd meeting, the Chair of the workshop on the status of modelling activities to assess the adverse effects of climate change and the impact of response measures already implemented on individual developing country Parties, held from 16 to 18 May 2002, Ms. Daniela Stoytcheva (Bulgaria), Vice-Chair of the SBI, made an oral report on the workshop. Statements were made by the representatives of 14 Parties, including one speaking on behalf of the Group of 77 and China and the African Group, and one on behalf of the European Community and its member States. At the same meeting, the SBI agreed to consider this item by way of a contact group chaired by Ms. Daniela Stoytcheva. At the 6th meeting, Ms. Daniela Stoytcheva reported on the group's consultations.

25. At the 6th meeting, during the adoption of the conclusions on this item, the representative of one Party requested the secretariat to expedite the report of the workshop mentioned in paragraph 26 (b) and to ensure that the report of the meeting reflects the full mandate provided by decision 5/CP.7.

2. Conclusions

26. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI noted the provisions of decision 5/CP.7 on implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3 and Articles 2.3 and 3.14 of the Kyoto Protocol);

(b) The SBI welcomed the oral report on the workshop on the status of modelling activities to assess the adverse effects of climate change and the impact of response measures already implemented on individual developing country Parties, including on how to enhance the participation of developing country experts in such efforts, the terms of reference of which workshop included assessments of approaches to minimize the adverse effects of response measures on developing country Parties;

(c) The SBI invited Parties to submit, by 1 August 2002, their views on issues referred to in paragraph 26 (b) above, and on issues relating to progress in the implementation of decision 5/CP.7.

(d) The SBI stressed the importance of the workshops referred to in decision 5/CP.7, paragraph 34, on insurance and risk assessment in the context of climate change and extreme weather events, and in decision 5/CP.7, paragraph 35, on insurance-related actions to address the specific needs and concerns of developing country Parties arising from the adverse effects of climate change and from the impact of the implementation of response measures;

(e) The SBI invited Parties to submit, by 1 August 2002, their views on possible additional terms of reference for the workshops referred to in paragraph 26 (d) above, and on the possible engagement and role of other relevant institutions in the proceedings of the workshops.

(f) The SBI decided to consider, at its seventeenth session, the outcome of the workshops referred to in paragraphs 26 (b) and (d) above, as well as the submissions referred to in paragraph 26 (c) above.

VII. MATTERS RELATING TO THE LEAST DEVELOPED COUNTRIES: REPORT OF THE LEAST DEVELOPED COUNTRIES EXPERT GROUP

(Agenda item 7)

1. Proceedings

27. The SBI considered this item at its 4th and 6th meetings, on 11 and 14 June, respectively. It had before it document FCCC/SBI/2002/5. At the 4th meeting, the Chair of the Least Developed Countries Expert Group (LEG), Mr. Bubu Jallow (Gambia), made an oral presentation on the above-mentioned document, and on the membership and programme of work of the LEG. Statements were made by the representatives of four other Parties, including one speaking on behalf of the European Community and its member States, and one on behalf of the least developed countries. Because of time constraints, the representatives of four other Parties were invited to provide the secretariat with their statements in writing instead of making oral statements.

2. Conclusions

28. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI took note of document FCCC/SBI/2002/5, containing the report on the first meeting of the LEG, including the membership of the LEG and the proposed programme of work of the LEG for the remainder of its term;

(b) The SBI endorsed the above-mentioned programme of work, noting with appreciation the efforts made by the LEG so far in implementing its programme of work in support of the mandate contained in decision 29/CP.7;

(c) The SBI invited the Chair of the LEG to update the SBI at its seventeenth session on progress in the implementation of the LEG's programme of work.

VIII. CAPACITY-BUILDING (Agenda item 8)

1. Proceedings

29. The SBI considered this item at its 4th and 6th meetings, on 11 and 14 June, respectively. At the 4th meeting, a representative of the secretariat made an oral report on the status of implementation of capacity-building decisions adopted by the COP at its fourth and seventh sessions. Statements were made by the representatives of four Parties, including one speaking on behalf of the European Community and its member States and one on behalf of the Central Group 11.

2. Conclusions

30. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI thanked the secretariat for its oral report on the status of implementation of capacity-building decisions adopted by the COP at its fourth and seventh sessions;

(b) The SBI emphasized the importance of capacity-building activities for effective implementation of the Convention and for the participation of Parties in the Kyoto Protocol when it enters into force, and stressed the need for full and timely implementation of the activities listed in the annexes to the capacity-building decisions (decisions 2/CP.7 and 3/CP.7) adopted by the COP at its seventh session;

(c) The SBI noted that a small number of Parties had submitted proposals to the GEF for funding to implement their national capacity self-assessment projects covering climate change, biodiversity and land degradation;

(d) The SBI further noted that several Parties had received funding from the GEF to implement national, regional and global capacity-building activities in priority areas, in accordance with decision 2/CP.4;

(e) The SBI noted the need to support the implementation of activities included in the annex to decision 3/CP.7, in particular the capacity-building activities relating to the preparation of national inventories and establishment of national systems;

(f) The SBI invited Parties to submit, by 20 August 2002, their views on the extent to which the implementation of the national capacity needs self-assessment projects, funded by the GEF, addresses activities identified under the initial scope of needs and areas for capacity-building listed in the annex to decision 2/CP.7, for compilation in a miscellaneous document, for consideration by the SBI at its seventeenth session.

**IX. REQUEST FROM A GROUP OF COUNTRIES OF CENTRAL ASIA AND
THE CAUCASUS, ALBANIA AND THE REPUBLIC OF MOLDOVA
REGARDING THEIR STATUS UNDER THE CONVENTION**

(Agenda item 9)

1. Proceedings

31. The SBI considered this item at its 5th meeting, on 12 June. Statements were made by the representatives of five Parties, including one speaking on behalf of the Group of 77 and China, and one on behalf of the European Community and its member States.

2. Conclusions

32. At its 5th meeting, on 12 June, having considered a proposal by the Chair, the SBI requested the Chair to continue consultations during the intersessional period and report back to it at its seventeenth session.

X. PREPARATIONS FOR THE WORLD SUMMIT ON SUSTAINABLE DEVELOPMENT

(Agenda item 10)

1. Proceedings

33. The SBI considered this item at its 2nd meeting on 10 June. The representative of the President of the Conference of the Parties at its seventh session made an oral report on the preparations for the World Summit on Sustainable Development. Statements were made by the representatives of three Parties, including one speaking on behalf of the European Community and its member States.

2. Conclusions

34. The SBI thanked the President of COP 7 for the information provided and requested the Executive Secretary to inform the COP at its eighth session on the outcome of the World Summit on Sustainable Development.

XI. ARRANGEMENTS FOR INTERGOVERNMENTAL MEETINGS

(Agenda item 11)

1. Proceedings

35. The SBI considered this item at its 2nd and 6th meetings, on 10 and 14 June, respectively. It had before it documents FCCC/SBI/2002/4 and FCCC/SBI/2002/CRP.1. Statements were made by the representatives of 17 Parties, including one speaking on behalf of the Group of 77 and China, one on behalf of the European Community and its member States, and one on behalf of the least developed countries.

2. Conclusions

36. The SBI took note of the information on arrangements for intergovernmental meetings, contained in document FCCC/SBI/2002/4.

A. Eighth session of the Conference of the Parties

(Agenda item 11 (a))

Conclusions

37. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI expressed its thanks to the Government of India for its generous offer to host the eighth session of the Conference of the Parties. The SBI noted with appreciation the preparations being made by the Government of India and the secretariat to convene COP 8 in New Delhi, India, from 23 October to 1 November 2002;

(b) The SBI endorsed the dates of 30 October to 1 November 2002 for the high-level segment to be attended by ministers and other senior officials. The SBI recommended that ministerial round-table discussions, open to all heads of delegations, be the vehicle for ministers to exchange views at COP 8. The SBI invited the Bureau of COP 7, in collaboration with the secretariat and the Government of India, to give further consideration to the details and format, including themes for the round-table discussions, of the high-level segment of COP 8;

(c) The SBI invited the Executive Secretary to take note of views expressed by Parties on the possible elements of the provisional agenda for COP 8;

(d) The SBI took note of the information provided by the secretariat on contributions to the Trust Fund for Participation in the UNFCCC Process and urged Parties in a position to do so to contribute to the Trust Fund so that funding would be available to each eligible Party to attend COP 8.

B. Arrangements for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

(Agenda item 11 (b))

Conclusions

38. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI took note that, as at 10 June 2002, 74 Parties to the Convention had deposited with the Secretary-General of the United Nations their instruments of ratification, acceptance, approval or accession to the Kyoto Protocol, including 21 Parties included in Annex I accounting for 35.8 per cent of the total 1990 carbon dioxide emissions of the Parties included in Annex I;

(b) The SBI also took note of views expressed by Parties on the procedural issues concerning the arrangements for the first session of the Conference of the Parties serving as the first meeting of the Parties to the Kyoto Protocol (COP/MOP 1), including the need to ensure that the sequencing of meetings of the COP and COP/MOP promotes efficiency and avoids duplication of work. The SBI agreed to consider this issue further at its seventeenth session.

C. Programme for future sessions
(Agenda item 11 (c))

Conclusions

39. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI adopted the following conclusions:

(a) The SBI took note of document FCCC/SBI/2002/CRP.1 on the programme for future sessions, containing information on proposed workshops and meetings of constituted bodies for 2002 and 2003. The SBI noted that workshops played an important and useful role in the UNFCCC process, but expressed concern about the number of workshops and the associated financial implications;

(b) The SBI encouraged the secretariat, in scheduling workshops, to explore the possibility of convening some in association with the sessional period, while recognizing the constraints that would impose on small delegations. The SBI invited its Chair and the Chair of the SBSTA to keep the workshop calendar under review and advise the secretariat on the overall schedule.

D. Budget for conference services
(Agenda item 11 (d))

Conclusions

40. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI took note of the developments concerning the conference services budget that had taken place at the fifty-sixth session of the United Nations General Assembly. The SBI also noted views expressed by Parties on the issue of how UNFCCC conference services should be financed.

E. Ninth session of the Conference of the Parties
(Agenda item 11 (e))

Conclusions

41. At its 6th meeting, on 14 June, having considered a proposal by the Chair, the SBI noted that the ninth session of the Conference of the Parties (COP 9) would be convened during the sessional period from 1 to 12 December 2003. The SBI also noted that the secretariat had not received any offers from Parties to host COP 9. It urged Parties to come forward with offers to host COP 9, so that an appropriate decision could be taken at COP 8.

XII. ADMINISTRATIVE AND FINANCIAL MATTERS
(Agenda item 12)

**A. Interim financial performance for the biennium 2002-2003:
status of contributions as at 31 May 2002**
(Agenda item 12 (a))

1. Proceedings

42. The SBI considered this sub-item at its 2nd meeting, on 10 June. It had before it document FCCC/SBI/2002/INF.5. Statements were made by the representatives of two Parties.

2. Conclusions

43. At its 2nd meeting, on 10 June, the SBI took note of the status of contributions as at 31 May 2002.

B. Possible options for responding to late payment of contributions

(Agenda item 12 (b))

1. Proceedings

44. The SBI considered this sub-item at its 2nd and 6th meetings, on 10 and 14 June. The secretariat referred to document FCCC/SBI/2001/18, annex I, as a possible basis for discussion. Clarification was sought by the representative of one Party.

2. Conclusions

45. At its 6th meeting, having considered a proposal by the Chair, the SBI requested the Chair to continue his consultations and report back to it at its seventeenth session. The SBI also requested the Chair to reformulate the document and present it to its next session.

C. Implementation of the Headquarters Agreement

(Agenda item 12 (c))

1. Proceedings

46. The SBI considered this sub-item at its 2nd meeting, on 10 June. The representative of Germany gave an oral report on the progress made by his Government in providing office space to the UNFCCC secretariat and other United Nations entities in Bonn, developing conference facilities and improving conditions for staff members and their families.

47. The Executive Secretary, in response, expressed thanks to the officials of the Government of Germany for their friendly and collegial approach to the implementation of the Headquarters Agreement and looked forward to continuing improvements on all fronts in the context of the Headquarters Agreement.

48. A statement was made by the representative of one Party.

2. Conclusions

49. At its 2nd meeting, the SBI took note of the statements made by the host Government and the Executive Secretary, and invited them to report on further progress at its next session.

XIII. OTHER MATTERS

(Agenda item 13)

A. Proposal by Croatia on land use, land-use change and forestry

(Agenda item 13 (a))

1. Proceedings

50. The SBI considered this sub-item at its 5th meeting, on 12 June. Statements were made by the representatives of two Parties, including one speaking on behalf of the European Community and its member States.

2. Conclusions

51. Having considered a proposal by the Chair, the SBI agreed to resume consideration of this item at its seventeenth session and requested the Chair to continue his consultations.

B. Matters referred to the Subsidiary Body for Implementation by the Subsidiary Body for Scientific and Technological Advice

(Agenda item 13 (b))

Proceedings

52. At its 6th meeting, on 14 June, the Chair informed the SBI that no matter had been referred to the SBI by the SBSTA at its current session. The Chair also informed the SBI that, there being a wide consensus, he had agreed with the SBSTA Chair that the reporting and review guidelines for greenhouse gas inventories from Parties included in Annex I would be sent directly to the COP instead of through the SBI.

XIV. REPORT ON THE SESSION

(Agenda item 14)

Proceedings

53. At its 6th meeting, on 14 June, the SBI considered the draft report on its sixteenth session (FCCC/SBI/2002/L.1). A request was made by the representative of one Party that the proceedings of the report reflect the statement he had made during the adoption of the conclusions under agenda item 6. On a proposal by the Chair, the SBI authorized the Rapporteur, with the assistance of the secretariat, to complete the report on the session, under the guidance of the Chair.

Annex

**LIST OF DOCUMENTS BEFORE THE
SUBSIDIARY BODY FOR IMPLEMENTATION
AT ITS SIXTEENTH SESSION**

FCCC/SBI/2001/18	Report of the Subsidiary Body for Implementation on its fifteenth session, Marrakesh, 29 October-8 November 2001
FCCC/SBI/2002/1	Provisional agenda and annotations. Note by the Executive Secretary
FCCC/SBI/2002/1/Add.1	Provisional agenda and annotations. Note by the Executive Secretary. Addendum. Supplementary provisional agenda
FCCC/SBI/2002/2 and Corr.1	National communications from Parties not included in Annex I to the Convention. Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
FCCC/SBI/2002/3	National communications from Parties included in Annex I to the Convention. Consideration of the reviews of national communications from Parties included in Annex I to the Convention
FCCC/SBI/2002/4	Arrangements for intergovernmental meetings. Note by the Executive Secretary
FCCC/SBI/2002/5	Matters relating to the least developed countries: meeting of the Least Developed Countries Expert Group
FCCC/SBI/2002/INF.1	National communications from Parties not included in Annex I to the Convention. Information on activities taken by the Global Environment Facility
FCCC/SBI/2002/INF.2	National communications from Parties not included in Annex I to the Convention. Report of the workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention
FCCC/SBI/2002/INF.3	National communications from Parties not included in Annex I to the Convention. Report of the workshop of the Consultative Group of Experts
FCCC/SBI/2002/INF.4	National communications from Parties included in Annex I to the Convention. Status report on the review of third national communications

FCCC/SBI/2002/INF.5	Administrative and financial matters. Status of contributions as at 31 May 2002
FCCC/SBI/2002/L.1	Report on the session. Draft report of the Subsidiary Body for Implementation on its sixteenth session
FCCC/SBI/2002/L.2	Arrangements for intergovernmental meetings. Draft conclusions proposed by the Chair
FCCC/SBI/2002/L.3	National communications from Parties included in Annex I to the Convention. Consideration of the reviews of national communications from Parties included in Annex I to the Convention. Status report on the review of third national communications. Draft conclusions proposed by the Chair
FCCC/SBI/2002/L.4	Capacity-building. Draft conclusions proposed by the Chair
FCCC/SBI/2002/L.5	Review of the financial mechanism. Draft conclusions proposed by the Chair
FCCC/SBI/2002/CRP.1	Arrangements for intergovernmental meetings. Programme for future sessions
FCCC/SBI/2002/CRP.2	National communications from Parties not included in Annex I to the Convention. Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention. Draft conclusions proposed by the Chair
FCCC/SBI/2002/CRP.3	National communications from Parties not included in Annex I to the Convention. Provision of financial and technical support. Draft conclusions proposed by the Chair
FCCC/SBI/2002/CRP.4	Matters relating to the least developed countries: Report of the Least Developed Countries Expert Group. Draft conclusions proposed by the Chair
FCCC/SBI/2002/CRP.5	Implementation of Article 4, paragraphs 8 and 9 of the Convention: progress on the implementation of activities under decision 5/CP.7. Draft conclusions proposed by the Chair
FCCC/SBI/2002/CRP.6	National communications from Parties not included in Annex I to the Convention. Report of the workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention. Draft conclusions proposed by the Chair
